**Work / Purchase Request**

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| **1. Applicant details** | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | Scott Rapson | | | | | | | | | | **Undergrad ID** | | | | | | 110094036 | | | |
| **Email** | | rapsa002@mymail.unisa.edu.au | | | | | | | | | | **Postgrad ID** | | | | | |  | | | |
| **Contact Number** | | 0412600413 | | | | | | | | | | **Date** | | | | | | 19/8/2015 | | | |
| 1. **Purchase / Work Details** | | | | | | | | | | | | | | | | | | | | | |
| **Description** | | | | | **Manufacturer’s Part #** | | | **Supplier** | | | **Supplier’s Order Code** | | | | | **Qnty** | | | | **Price (ex GST)** | |
| ODroid XU4 | | | | | **[ODROID-XU4]** | | | **http://www.hardkernel.com/** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G143452239825** | | | | | **1** | | | |  | |
| Odroid Camera | | | | | **[USB-CAM 720P]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G137517754892** | | | | | **3** | | | |  | |
| eMMC module  32gb Linux version | | | | | **[32GB eMMC 5.0 Module XU4 Linux]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G140470977486** | | | | | **1** | | | |  | |
| XU4 Clear Case Top | | | | | **[ODROID-XU4 Cases]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G143522987777** | | | | | **1** | | | |  | |
| XU4 Clear Case Bottom | | | | | **"** | | | **"** | | | **"** | | | | | **1** | | | |  | |
| ODroid Wifi Module | | | | | **[WiFi Module 4]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G141630348024** | | | | | **1** | | | |  | |
| Odroid RTC Battery | | | | | **[RTC Backup Battery]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G137508214939** | | | | | **1** | | | |  | |
| DC Barrel Plug/Cable | | | | | **[DC Plug Cable Assembly 5.5mm]** | | | **"** | | | **http://www.hardkernel.com/main/products/prdt\_info.php?g\_code=G141440511056** | | | | | **1** | | | |  | |
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|  | | | | | | | | | | | **TOTAL $ (ex GST)** | | | | | | | | |  | |
| **Funding Source/s**  *Please nominate specific amounts where split across multiple funding sources.* | | |  | | | | | | | **PD code (PhD)** | | | | | | |  | | | | |
| **Cost centre balance** | | | | | | |  | | | | |
| **Personal contribution** | | | | | | |  | | | | |
| **Other** | | | | | | |  | | | | |
| **Purpose for Purchase** | | |  | | | | | | | | | | | | | | | | | | |
| **Project Number (FYP)** | | |  | | | | | | | | | | | | | | | | | | |
| **Drawing Attached (Yes/No)** | | |  | | | | | | | **Date Required** | | |  | | | | | | | | |
| **Research Topic** | | | 3D Viewing Platform - Realtime HDR Video | | | | | | | | | | | | | | | | | | |
| **I confirm that the above details are accurate to the best of my knowledge:** | | | | | | | | | | | | | | | | | | | | | |
| **Name of Applicant** | | | | Scott Rapson | | | | | | | | | | | | | | | | | |
| **3. Approvals** *May be approved electronically by attached email approvals and noted below.* | | | | | | | | | | | | | | | | | | | | | |
| **Supervisor** | | | | | | |  | | | | | | | | **Date** | | | | | | |
| **School Manager** | | | | | | | Ursula Franck | | | | | | | | **Date** | | | | | | |
| **4. Internal Use Only** | | | | | | | | | | | | | | | | | | | | | |
| **Ordered** |  | | | | | **Received** | | |  | | | | | **Collected** | | | | |  | |

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**Work / Purchase Request**

**Purchasing and work request procedure for Undergrad Students:**

* Student meets with supervisor and discusses project proposal, direction and safety (WHS).
* Student researches parts/work required and completes ‘Work/Purchase Request Form’ electronically.
* Student emails application to supervisor for approval. Supervisor replies with approval.
* Student forwards approval and form to [ENEorders@unisa.edu.au](mailto:ENEorders@unisa.edu.au)
* Technical department actions order and emails student when ready for pickup.

**Purchasing and work request procedure for PHD candidates and staff:**

* PhD candidate emails completed ‘Work/Purchase Request Form’ to supervisor for approval (if applicable). Supervisor emails approval to PhD candidate.
* PhD candidate/ staff forward approved application to School of Engineering Admin Assistants

[jess.maney@unisa.edu.au](mailto:jess.maney@unisa.edu.au) and [sam.richards@unisa.edu.au](mailto:sam.richards@unisa.edu.au)

who review application to ensure details and funding are correct.

* School Manager has final approval.
* Admin Assistants send approved application to [ENEorders@unisa.edu.au](mailto:ENEorders@unisa.edu.au)
* Technical department actions order and emails candidate/staff when ready for pickup.

**Ordering Guidelines**

**Parts ordering:**

Details such as quotes should be included as an attachment.

Please list a manufacturer part number, supplier and their order code to speed up the process.

The more information you can provide the easier it is for theTechnical Staff to order what you need.

Please check minimum order quantities and lead times. The order will be processed on the assumption that you have checked these and are happy with them.

Avoid places like ebay/alibaba where possible, as a genuine tax invoice is preferred.

Avoid companies which require pre-payment as this creates delays and problems for finance.

**Mechanical Manufacturing:**

Please complete your drawings to an acceptable engineering level (ie AS1100):

* One part to a sheet.
* Sheet Size preferred A3, A4 for small items, A2 for larger items.
* Ensure View Projection is 3rd Angle.
* Preferred scale, 1:1, 1:2, 1:4, 1:5, 1:10
* Specify the materials and thicknesses required.
* Ensure all tolerances are listed.
* All dimensions must be in mm and come from a common Datum.
* Please ensure drawing is in PDF format.

For 3D printing requests, please provide a STL file and a preferred colour, quantity and infill (10% to 100%). Cost for 3D printing is based on per gram used. Maximum size is 200 x 100 x 100mm.

**General:**

You are responsible to do the research, design and selection of parts/materials. This will be checked by your supervisor and approved. If you order the wrong part and find it is not suitable, it will still be charged to your PD fund or project budget if it cannot be returned.

For recommended suppliers please see the preffered suppliers list.

If any machinery or chemicals are ordered, both the supervisor *and* end user *must* have completed a risk analysis and have read the MSDS.

NOTE: Yellow fields to be filled out by purchasing staff only. This form is returned to you with the items requested so you can keep track of all costs.