***see*NTU**

**Last updated on 11 April 2022**

**Purchase Approval Form**

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| 1. Each *see*NTU module may claim a **maximum of S$2000 *(including GST)*** for the cost of lab or other consumables required for the module as well as for the payment of Student Assistants hired during the programme. 2. This *Purchase Approval Form* is only required for the purchase of single items amounting to or more than S$100 (GST inclusive). 3 quotations are required for the purchase of single items amounting to or more than S$100 (GST inclusive). 3. All claims are subject to final approval by the Director of Admissions. 4. The *see*NTU module grant is to be used for claims on consumables that are directly related to/used for the *see*NTU module. Resources that are already available for research use in the university should not be purchased as consumables for the module. 5. Payment for consumables purchased can only be via reimbursement to the module lecturer or your School’s cost centre – this means that you either make an out of pocket payment first and seek reimbursement after, or you will have to charge the items to your School’s cost centre first then seek reimbursement. 6. All item(s) purchased remain the property of NTU and must be returned to the University upon completion of the research project. 7. No correction fluid or tape should be used. Please cross out any mistakes and sign against all corrections made. |

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| 1. **PURCHASE DETAILS *(please attach a separate sheet if necessary)*** | | | | | | | | | | |
| **S/N** | **Name & Description** | | | **Cost (S$)** | | | | **Vendor from which Purchase is to be Made / Ordered From** | | |
| 1. |  | | | S$ | | | |  | | |
| 2. |  | | | S$ | | | |  | | |
| 3. |  | | | S$ | | | |  | | |
| 4. |  | | | S$ | | | |  | | |
| 5. |  | | | S$ | | | |  | | |
| 1. **REASON FOR PURCHASE** | | | | | | | | | | |
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| 1. **PARTICULARS OF MODULE LECTURER** | | | | | | | | | | |
| Name of Module Lecturer: | | | Partial NRIC/FIN**\***: | | | | | | Module Code: | |
| Signature: | | | Date: | | | | | | | |
| 1. **VERIFICATION BY CHAIR** | | | | | | | | | | |
| Name of Chair: | | | Signature: | | | | | | Date: | |
| 1. **APPROVAL BY DIRECTOR OF ADMISSIONS** | | | | | | 1. **CHECKED BY** | | | | |
| Signature: | | | | | |  |  | | |  |
|  | |  | | |  |  |  | | |  |
| *Director of Admissions* | | | *Name & Signature*  *Head, Talent Outreach* | | |

**\* last 3 numerical digits and checksum of your NRIC/FIN (e.g. 567A from the full NRIC of S1234567A)**