The Department of Electronic & Computer Engineering	For Dept. Use Only
Final Year Project - Request of Budget for Returnable Items	BR No.:

Procedures to claim your reimbursement: **Form B**

1   Bring all your receipts of purchase to our storekeeper in Rm 3127 for identification of returnable/consumable items. Our storekeeper will check your receipts carefully and indicate to you the returnable items which you have to return to the Department at the end of your project.

> ** You are NOT ALLOWED to purchase the general tools (such as screwdriver, cutter, pliers, etc) or stationery (such as floppy disk, CD, poster board, foam board, etc) from the FYP budget. Such items should be provided by yourselves.*
>
> ** All purchases of mobile phone must be arranged via the PURO through the e-Procurement system.*
> *After the intended use, e.g. the departure of staff or completion of the research project, the mobile phone should be returned to the PURO who will keep the stock for future use by other departments / offices if necessary.*
> *Purchase of new mobile phone will not be required if the existing stock kept by the PURO can already fulfill the requirements.*

2   Complete Form A for claims of consumable items and Form B for returnable items. Return the form to ECE Administration Office Rm 2457 **within one month of the purchase.** Late claims will not be entertained.

3   Please note that **NOT** all the claims will be entertained as they are subject to the approvals of project supervisor and the FYP Coordinator.

4   All returnable items must be listed in details in the table below.

5   Upon completion of the final year project:

   a) all the returnable items must be returned together with the original packing materials to the Department in working conditions;

   b) all the equipments loaned from our storeroom, laboratories must be returned to our storekeeper/technician-in-charge;

6   All students are responsible for any loss or damage of the items listed in 5a-b.

Project code:		Study Pattern:	
No. of students in this project			
Name of Project Supervisor			
Name of the student responsible for the claim (Full name in block letters)			
Name of the cheque to be paid (Full name in block letters)			
Student ID number		Email account	
Contact phone no.			
Signature of Student			
Signature of Project Supervisor			
Date submitted			

List of Returnable Items:

No.	Description of Each Item (in details)	Quantity	Amount
		Total Amount	

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☐ Item No. _____ is /are returned to storeroom.

☐ Item No. _____ is /are kept by Project Supervisor for continuity project use.

_____	_____	_____
Signature of Project Supervisor	Location	Date