

Procedures to claim your reimbursement:

Form A

- 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 folder, 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 Online submit the claims via “Expense Claim for Student e-form”.
- 4 Please note that **NOT** all the claims will be entertained as they are subject to the approvals of project supervisor and the FYP Coordinator.

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

List of Consumable Items:

| No. | Description of Each Item | Quantity | Amount |
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| | | Total Amount | |