

FACULTY OF ENGINEERING & TECHNOLOGY

Final Year Project Reimbursement Requisition Form

NAME :

STUDENT I/D : I.C. NO :
(Please attach photocopy of your IC)

PROJECT CODE : E-mail :

PROJECT TITLE :

CIMB Account No. : Mobile No.:

NO.	PARTICULARS OF ITEM	RECEIPT NO. / DATE	QUANTITY	RM PER UNIT	TOTAL RM
TOTAL				RM	

IMPORTANT NOTICE PLEASE READ (STUDENT & SUPERVISOR)

- For petty cash claim, each form & receipt limited to RM100.00 only
- For 1 item above then RM100 please get 3 quotations from different company and get approval from The Dean before you purchase the lowest price.
- The Faculty will only reimburse students for consumables such as electronic components.
- We shall not reimburse any traveling, any stationery such as paper/ink/diskette/photocopying.
- Except for electronic components and chemical, which are consumables, other things should be returned to the labs for future use.
- All claims must be submitted to the Dean's office the latest by one week after your final presentation. Late submission will not be entertained.

Confirmation by Supervisor:

I hereby confirmed that the above purchase is deemed to be necessary for the purpose of Final Year Project under my supervision and I will ensure that the above items (except for electronic components and chemical, which are consumables) would be returned to the Faculty for future use.

Confirmed by:	Claimed by:	Approved by:
.....
(Supervisor's Signature & Stamp)	(Student)	(Dean)
Date:	Date:	Date:

For office use:
Balance _____