**School of Engineering**

**Final Year Project (FYP) Purchasing Process**

*Updated Jan 2022*

**FYP Purchasing or Reimbursement Process**

The School of Engineering provides limited project specific funding to students completing a final year project. Purchasing is subject to items not being available from current stock in the laboratories and is up to a maximum of $200. Process for this purchasing is detailed here.

**Part 1: Project Budget**

During the early stages of project design, students need to speak with technical staff and their supervisor to develop a proposed budget and detail it on **Project Budget.** The Project Budget must be forwarded to the relevant Technical Coordinator, Project Supervisor, and if budget exceeds $200, the Unit Chair for financial approval. Project Budget approval is needed before students can then commence with their project and before any additional materials can be purchased.

**Part 2a: Purchasing of materials for students from approved suppliers**

If materials needed for a FYP is not included in existing lab supplies, materials can be purchased from the below list of suppliers.

To purchase items from approved suppliers

1. Email appropriate technical team member with
	1. Approved **Project Budget**
	2. Include specific details on the items required and links for items on relevant website/s

**Approved Suppliers**

|  |
| --- |
| **General** |
| [Bunnings](https://www.bunnings.com.au/) | [Fagg’s Mitre 10](https://www.faggs.com.au/) | [Harvey Norman](https://www.harveynorman.com.au/) |
| [Banggood](https://au.banggood.com/Wholesale-Electronics-ca-2001.html?bid=210704&from=nav) | [Maker Store](https://www.makerstore.com.au/) | [Geelong Fasteners](https://www.geelongfasteners.com.au/) |
| **Electronics** |
| [RS Components](https://au.rs-online.com/) | [Core Electronics](https://core-electronics.com.au/) | [Digi-Key Electronics](https://www.digikey.com.au/en) |
| [Jaycar Electronics](https://www.jaycar.com.au/) | [Little Bird Electronics](https://littlebirdelectronics.com.au/) | [The IoT Store](https://www.iot-store.com.au/) |
| [Mouser Electronics](https://au.mouser.com/) | [Element 14 Electronics](https://au.element14.com/) |  |
| **3D printing** |
| [Go Proto](https://goproto.com.au/) | [Bilby 3D](https://www.bilby3d.com.au/) | [3D printing solutions](https://www.3dprintingsolutions.com.au/) |
| **Science and chemical supplies** |
| [Merck](https://www.sigmaaldrich.com/AU/en)  | [WestLab](https://www.westlab.com.au/)  | [ThermoFisher](https://www.thermofisher.com.au/) |
| **Metal and composites**  |
| [Breakwater Metaland](https://www.breakwatermetaland.com.au/)  | [Martini Fibreglass](https://martglass.com.au/) | [Ironbark Composites](https://www.ironbarkcomposites.com.au/) |
| [Australia MK Group](http://www.mkalu.com/)  | [Struers](https://www.struers.com/en/Products/Grinding-and-Polishing/Grinding-and-polishing-consumables)  |  |
| **Civil Eng suppliers** |
| [Flintstones](https://flintstones.com.au/) – cement, soil and sand | [Civilab](http://www.civilab.com/) – Geotech supplies | [Bestech](https://www.bestech.com.au/) – Sensors, strain gauges and glues |
| [Nutrien Ag Solutions](https://www.nutrienagsolutions.com.au/water) – plumbing supplies |  |  |

**Part 2b: Student purchasing with reimbursement**

If materials needed for a project are not available and cannot be purchased from approved suppliers, students can seek approval to independently purchase specific items for their project and seek reimbursement.

**Please note: Reimbursement must be approved PRIOR to students purchasing any materials. There is no guarantee for reimbursement without prior approval and is not applicable for chemicals or high risk items.**

To gain approval for student purchasing with reimbursement

1. Email appropriate technical team member and your supervisor with
	1. Approved **Project Budget**
	2. Include specific details on the items required and links for items on relevant website/s and describe why these unique items are needed for their project
2. Once approval is granted, item can be purchased t

To claim a reimbursement after approval is granted

1. Scan/Photograph invoices and tax receipts for purchases made.

EFTPOS receipts on their own are not sufficient. Tax receipts need to be able to see what items have been purchased and an ABN and GST included on all purchases from Australian suppliers.

***It is important that tax receipts/invoices are included as a reimbursement cannot be guaranteed without evidence of payment and a tax receipt***

1. List all receipts in a table, using the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receipt #** | **Date** | **Company** | **Total Cost** | **Description of purchase** |
| 1 | xx/xx/xx |  | $ - |  |
| 2 | xx/xx/xx |  | $ - |  |
| 3 | xx/xx/xx |  | $ - |  |
| 4 | xx/xx/xx |  | $ - |  |
| 5 | xx/xx/xx |  | $ - |  |

1. Complete **Ad Hoc Payment Request Form** below
	* Payment Details
	* Bank Account Details
	* Payment Purpose
	* Include digital signature to authorise payment into bank account
2. Email form through for approval and processing to School Admin team - schengca@deakin.edu.au
	* Approved **Project Budget**
	* Tax receipts
	* Table detailing receipts’/purchases completed
	* Completed and signed **Ad Hoc Payment Request form**
3. The School will verify all costs, complete the remaining sections of the paperwork and submit for payment processing. The funds will then be reimbursed to the bank account documented in the Ad Hoc Payment Request form. This can take 2-3 weeks to complete.

Faculty of Science, Engineering and Built Environment **Waurn Ponds Campus**

School of Engineering

**Pigdons Rd, Waurn Ponds, 3216**

**deakin.edu.au//enggineeering**

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Deakin University CRICOS Provider Code: 00113B

**Ad Hoc Payment Request**

This form is only used for payments to students, visiting academics and visitors for payment up to $5,000 AUD (or equivalent).

Attach this form to the DeakinUniFi online **Ad Hoc Payment** request. For any enquiries, please email finance@deakin.edu.au

# PAYMENT DETAILS

**Payee name**

**Address (No PO Boxes)**

**BANK ACCOUNT DETAILS** (Australian Bank Account\*)

*\*If paying to an overseas bank account, please attach banking details in a separate document. Refer to the Overseas Bank Account details table on our website for more information.*

**Name of bank** (e.g. ANZ/NAB/CBA/Westpac)

**Postcode Student ID (If applicable)**

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**Email**

**Special instructions**

**Branch name**

**Branch number (BSB) Account number**

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**Account name**

# AUTHORISATION BY PAYEE

*I authorise payment to the above bank account.*

**Signature Date**

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| **PAYMENT PURPOSE** |
| Please include description/purpose of each payment | **Amount** (excl. GST) | **GST** | **Total** (incl. GST) |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
| **Total** | $0.00 | $0.00 | $0.00 |

Please indicate payment currency if not **AUD**:

**ACCOUNT CODE -** this section is to be completed with the assistance of the HDR Coordinator or your local Finance Manager

***If split charging***

**COMPANY COST CENTRE**

**SPEND CATEGORY**

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S C

**PROJECT**

P J

P J

**FUND**

**ADDITIONAL WORKTAGS**

**AMOUNT (EXCL. GST)**

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**Date**

**\*Authorised by *(Print name)***

**Signature**

**Date**

* HDR Student reimbursements require approval from your HDR Coordinator.
* Financial approval will be facilitated in DeakinUniFi as per the financial DoA.

Deakin University is collecting your personal information on this form for the purpose of ad hoc payment requests. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin’s Privacy Policy may be viewed on The Guide. Information on privacy at Deakin is available at [http://www.deakin.edu.au/footer/privacy.](http://www.deakin.edu.au/footer/privacy) Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to privacy@deakin.edu.au

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