

EE3032 Instructions on Claiming External Purchases

1. Please consult your Project Supervisor (PS) before buying external component/item that costs more than your individual budget (i.e. \$50).
2. This is a team project. Please discuss with all your team members before buying anything because ultimately there is a limit for each team.
3. Each four-member-team is entitled to claim a maximum of \$200 for external purchases (prorated for smaller team). If you have done an external-to-internal budget transfer (request through Project Facilitator and cc: Project Supervisor and all team members), you can only claim up to the balance in your external budget.
4. If you have overspent, you should inform your PS and seek his advice.
5. Do not order or buy items for your team members or other students from another team. Things might get very complicated and none of you will be reimbursed by the ECE Finance Office (FO).
6. Do not combine the items meant for different persons in one single receipt. Order and pay separately. You need separate receipts for separate claims.
7. Having said that, each team is strongly encouraged to have a total number of receipts below ten. The least the better. Hence, please plan before buying. For instance, one person pays for all materials used for the construction of the model in one single receipt. If four of you from the same team went to the same hardware shop to buy some loose components and the total amount was not too much, only one needs to pay for all of them in one single receipt. You don't have to split the bill according to your individual subsystem. Simple rule: You claim for what you have paid.
8. If a receipt contain a name, normally for online purchases, only that person can claim for the items. Please make sure that if you are the claimant, the receipts should state your full name and not another person's names. If the receipt doesn't contain a name, any of you can claim it.
9. Please ensure that every item you claimed to be returned to the lab. The lab officers will check the items against the list.
10. If the receipts contained no shop name, please request the shopkeeper to stamp the receipts with the company stamp. Only official receipts are accepted.
11. For online purchases, you need to print out the receipts or the tax invoices. The amount should be stated clearly.
12. For Tax Invoice, the Delivery Order (DO) has to be attached together. In case that the components were collected over-the-counter with no DO, you should neatly write "No DO received" on the receipts.
13. GST can be claimed. If the invoice /receipt show GST payable and students do not want to claim the GST, you should neatly write "Not claiming GST" on the receipts.
14. If you have overspent and do not want to claim the GST, it could be done given that the amount in the receipts are stated separately for the item price and GST. If the GST is already absorbed in the stated amount, the GST should be included in the claim.
15. You cannot claim an item partially. For example, you have spent \$120 for one item, and \$90 for another item. You wish to claim \$80 out of the \$90 item as the limit for each team is \$200. However it cannot be done as

the \$90 item cannot be claimed partially. In this example, only the \$120 item can be claimed. Hence, please plan ahead before buying them.

16. Do not scribble on the receipts. Keep the receipts in good shape. If you think you want to write your name on the receipts, please write it neatly with a pencil. If the receipt is small, please try to keep your handwriting small. Your PS needs space to write his full name and to sign his initial.
17. Items below are claimable:
 - a. Sensors, actuators, input devices, displays, or generally, components
 - b. Materials used to construct the model, e.g. PVC foam boards, wood, boxes and cases
18. Items below **cannot** be claimed. Please buy moderately if you think you need them, and share the cost among the team members equally.
 - a. Glues and tapes
 - b. Batteries
 - c. A4 papers, colour papers, and decorations
 - d. Equipment like scissors, hammers, penknives

On RFP Form

19. Each claimant must fill up one individual RFP form, and must visit **ECE Finance Office (E4-07-15)** for verification of your **bank account number** and **all the receipts to be submitted for reimbursement**.
20. Write neatly and legibly using a pen. You may type it too. The only exception – the amount on the RFP form must be written using a pencil as your PS will verify the calculation before endorsing the receipts. He will write the final amount with a pen after he has verified the calculation.
21. If four members in a team are claiming, four RFP forms are required, but do not bind the RFP forms together.
22. Only bind one RFP form together with all its corresponding receipts. Paste receipts which are smaller than an A4 paper onto an A4 paper in portrait layout. Use a stapler to bind the A4 papers that contain the receipts together behind the RFP form.
23. If you have ordered items from overseas and a foreign currency was charged, you need to print out the conversion rate from www.xe.com, and attach it right behind that receipt.

XE Currency Converter



24. You need to keep all the decimal points shown on the XE website when you do the calculation.
25. **Sign and date** the RFP form accordingly. Without these, your claim will not be processed. Please provide a **valid contact number** next to your signature to allow FO to contact you should there be any queries on the claim.

On EPS Form

26. Each team must submit one EPS form. List down the items according to each claimant's name and follow the sequence of the receipts that are bound together with each RFP form accordingly. For small receipts pasted on an A4 paper, write the items on the receipt on the top left first, followed by top right, bottom left, and bottom right.

Example:

Member A

Item 1	\$20
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Item 2	\$25
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Member B

Item 3	\$40
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27. The EPS form is single-paged and in landscape layout. Do not edit the form settings. Print the form correctly. If you have too many items to fill up, print another EPS form.
28. You are strongly encouraged to fill up the EPS form by typing. If you were to fill it up using a pen, please write legibly and neatly. Remember, keep all the decimal points for the exchange rate.
29. Write the grand total on the EPS form using a pencil as your PS will verify the calculation.
30. Do not bind the EPS form and RFP forms together. You may use a paper clip to put them together.
31. Hand in the EPS and RFP forms and receipts to your PS for endorsement. He needs to check and verify the grand total.
32. Having said all the above, the claiming rules are subject to change. We will update you via emails.
33. If you have encountered issues on receipts, please kindly send an email to ECE Finance Office and CC your project supervisor. We might work out a solution for you.
34. If you have issues with money with your team members, please approach your PS as soon as possible.

The End.