



SCHOOL OF ELECTRICAL, COMPUTER AND TELECOMMUNICATIONS ENGINEERING

Authority to Order Parts

Detailed policies and procedures on purchasing can be found on the SECTE Website under “Technical Support”.

One form must be submitted for each supplier. Ebay or other auction sites, or sites that require payment via Paypal, Cheque, Money order will not be accepted.

Recommended for parts are www.farnell.com.au, www.rsaustralia.com.au, and www.jaycar.com.au.

All parts must be purchased from an Australian Company. Good reasoning needs to be provided for an international purchase.

I hereby authorize the Laboratory Manager to order/purchase the following parts:

Supplier:..... **Web Site (If Applicable):**.....

Quantity	Description	Part Number	Cost

Are there any OH&S requirements? If Yes then please detail:

FREIGHT COST:..... **TOTAL COST:**

Student: **Email:**@uow.edu.au

Subject:

Team Name & Number (if applicable):

Workshop Approval: Steve/Frank/Carlo **Signature:**..... **Date:**.....

Supervisor's Name: **Supervisor's Signature:** **Date:**

**** INCOMPLETE FORMS WILL NOT BE PROCESSED ****

SCHOOL USE ONLY

Order No.: **Date:**