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**ACP Confirmation of Purchase Form**

*For endorsement of purchase through Duke-NUS tapping on the*

*Academic Clinical Programme (ACP)'s Academic Advancement WBS*

**INSTRUCTIONS:**

1. This request form is strictly applicable for purchases tapping on the Academic Clinical Programme (ACP)'s Academic Advancement WBS.
2. Requestor to submit the completed form with Academic Chair’s or Delegate’s (For Purchase requisition up to S$2,000) signature and vendor’s quotation to Terence Tee at terence.tee@duke-nus.edu.sg
3. Upon receiving the endorsed ACP Confirmation of Purchase Form, purchase request will be raised in Smartbuy (NUS’s Procurement system).
4. For purchase not in Singapore Dollars currency, requestor to provide currency exchange rate information as supporting document.

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| **ACP:** | Choose an item. | **Request Date:** | Click or tap to enter a date. |
| **Requestor Name:** |  | **Vendor’s name:** |  |
| **Requestor Contact Number:** |  | **Quotation No.:****(If applicable)** |  |
| **ACP WBS No.:**  |  | **Estimated Delivery Date:** |  |

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| **Item(s) and Accounting Information**  |
| **S/N** | **Item Description** | **Qty** | **Currency** | **Unit Price** | **Total Cost** |
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|  |  |  | **GRAND TOTAL^** |  |

 ^***Exclude GST***

I confirmed and approved the procurement of the above required item(s) that support Academic Medicine/ ACP’s Initiatives or event.

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| **Requestor****Name /Signature / Date** |  | **Academic Chair,** Choose an item. **ACP****Name /Signature / Date** |