

**PURCHASE REQUEST FORM**

**For SingHealth Duke-NUS Academic Clinical Programmes**

*This form is only applicable for procurement through Duke-NUS tapping on the Academic Clinical Programme (ACP)'s Academic Advancement WBS. All procurement of items should support* ***research, education or Academic Medicine initiatives*** *in the ACP.*

*This form is to be completed and submitted to JOAM Academic Liaison & Strategic Relations Team.*

***Important Notes:***

* *This form may take you less than 5 minutes to complete.*
* *Please allow us to get back to you within 3 working days upon your request.*
* *All fields marked with \* are mandatory.*
* *Please submit the completed form to Terence Tee at* *terence.tee@duke-nus.edu.sg* *and Qian Rou at* *gmsv1683@nus.edu.sg**.*

|  |  |  |  |
| --- | --- | --- | --- |
| **ACP\*:** | Choose an item. | **Date of request:** | Click or tap to enter a date. |
|  |
| **Requestor Information** |
| **Name\*** |  | **Contact Number\***(Office and/ or Mobile) |  |
|  |  |  |  |
| **Contact Person Information (For delivery purposes)** |
| **Name\*** |  | **Contact Number\***(Office and/ or Mobile) |  |
| **Delivery Address\*** |  |
| **Delivery Date\*** | Click or tap to enter a date. |
|  |  |
| **Item(s) Description\*** | **Quantity\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Any Special Packaging:** |
|  |  |

|  |
| --- |
| **Purpose of the purchase\****Note:* *Please include details of ACP events/meeting and date if possible such as how the procurement supports Academic Medicine.*  |
|  |
|  |
|  |