

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.*

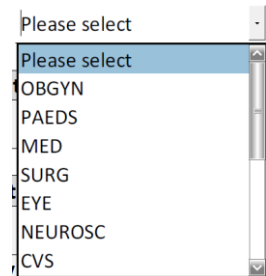
This form is to be completed and submitted to JOAM Academic Liaison & Strategic Relations Team.

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 qmsv1683@nus.edu.sg.

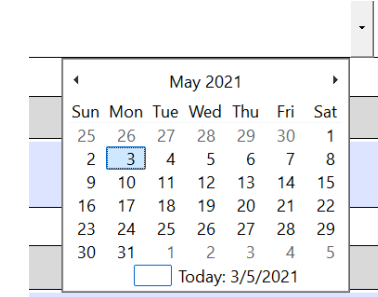
ACP

Click the drop-down list and select your ACP.



Date of request

Click and select the date from the calendar.



ACP*:

Date of request:

Requestor Information

Fill in the details of the person who raised this request.

Requestor Information			
Name*	Jane Lin	Contact Number*	6XXX XXXX/ 9XXX XXXX
		<small>(Office and/ or Mobile)</small>	

Contact Person Information

Vendors/ caterers will get in touch with the contact person during the actual delivery day.

Contact Person Information (For delivery purposes)			
Name*	Edward Tan	Contact Number*	6XXX XXXX/ 9XXX XXXX
		<small>(Office and/ or Mobile)</small>	

Delivery Details

Kindly state the delivery address and delivery date clearly for delivery purposes by the vendors/ caterers.

Delivery Address*	16 College Road, Block 6 Level 7, Singapore General Hospital, 169854
Delivery Date*	Click or tap to enter a date.

Item(s) Description*	Quantity*
Total of \$500 of Kinokuniya Vouchers in 10 dollars denomination	50

Item(s) Description + Quantity

Kindly state the item(s) that you would like to procure as detailed as possible, in order for JOAM to assist your request effectively.

Any Special Packaging:	
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Any Special Packaging

This is optional. You may indicate your special requirement/remarks if there is any.

Purpose of the purchase*

Note: Please include details of ACP events/meeting and date if possible such as how the procurement supports Academic Medicine.

To support Academic Medicine initiative. The vouchers will be given out to awardees, during ACP Research Day on 5 July 2021.

Purpose of the Purchase

Kindly justify the purchase in detail, and it must be used to support research, education or other academic medicine initiatives.