

FLINDERS MEDICAL CENTRE / FLINDERS UNIVERSITY ASSET PURCHASE REQUISITION

Office Use Only
BME Asset Number

Regardless of how the item is being procured and the cost, if there are any safety/compliance considerations, maintenance, or it is being installed within a CMPH occupied building then Biomedical Engineering (BME) must be consulted. It is for BME to determine if there are maintenance or safety/compliance considerations so the consultation process prior to getting quotes and placing the order is important.

If, having been consulted, BME determine they don't need to be involved please include this information in the 'BME Additional Comments' box and ensure formed is signed for records.

WHAT IS BEING PURCHASED - *Please refer to the drop-down list as to who to consult.*

If BME - contact BME for advice as to specifications and special requirements. They will advise if APR is required.
 If BME DON'T require involvement - proceed with the standard PO request as per University guidelines.
 If BME DO require involvement - proceed with the standard PO request as per University guidelines and ensure the quote includes:

- Warranty to be specified – not just referred to in terms of sale.
- Technical service information

Items > \$10k are deemed an asset by the University and will be allocated a University asset number, in addition to any BME asset number.
 (Office Use Only: Once finalised, and the PO has been produced, the APR is to be emailed to Asset officer in Central Accounts.)

Date: _____ Currency of Payment: _____

Supplier Name: _____

Requester Name : _____ Phone Number: _____

Supplier Contact: _____ Phone Number: _____

Cost of Item: _____ Type of Asset: _____

Asset will be: _____ Existing Asset Number (if applic.): _____

Asset description: _____

Delivery Address: _____

Order Funded by: _____ Asset owned by: _____

ADDITIONAL INFORMATION ABOUT ASSET

Physical Location (Building/Lab/Room Number): _____

Custodian (Person responsible for equipment): _____

A/c Number 1: _____ Amount 1: _____

A/c Number 2: (if splitting costs) _____ Amount 2: _____

Manufacturer: _____

OFFICE USE ONLY - BEFORE FORWARDING TO ASSETS MANAGER

PURCHASE ORDER NUMBER: _____

SERIAL NUMBER: _____

DATE DELIVERED/INSTALLED READY FOR USE: _____

DATE PROCESSED BY FINANCE SYSTEM: _____

INVOICE NUMBER: _____

