



Name & Surname	
Position	
Department & School	
Project Title	
Project Code	
Estimated Project Start & End Date	
Project Duration (in months)	
Role in Project	

Item required	Estimated cost (€)	VAT (€)	Total cost (€)	Duration of use of asset (in months)	Own funding (€)

Signature:		Date:	
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FOR OFFICIAL USE ONLY	
Research Centre	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:

Finance Office	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:

Principal	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:

VAT

VAT charged by suppliers is not recoverable by the Alexander College and you are urged to consider VAT as part of the cost for the purchase.