



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 FMC 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 then the APR process is negated as is any further BME involvement.

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.

Items over \$10k are deemed assets by the University and, as such, will be allocated an 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:



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Biomedical Engineering Only Conditions of Sale - Place one tick in each row.

Applicable N/A

1. Complies to Specification Number
2. Includes copy/s of operator manual.
3. Includes copy/s of all available service information, schematics & maintenance manuals.
4. Operator training and user maintenance instructions are included
5. Service training for in-house service personnel included
6. The nature and extent of - warranty:
cost and availability of spare parts:
compliance to National Codes and Standards:
service calls service contracts (to be detailed):
7. Equipment shall pass initial inspection of manufacturer's performance specification.
8. Equipment shall pass FMC Biomedical Engineering documented tests for
9. Complies with the requirements of Australian Standard

Purchasing Authority Only: Requisition Check:

Conditions of Sale:

BME Additional Comments

Additional Costs Associated with this Purchase e.g. changes to building infrastructure/power/water/airconditioning etc.

SIGNATURES

Requester Signature

Print Name

Date

Supervisor Signature

Print Name

Date

BME Officer Signature

Print Name

Date

Please submit this completed form together with a Purchase Order and the required quotes to the College Finance Office for further actioning. cmph.finance@flinders.edu.au