**Purchase Request for Small Value Purchase (SVP) Less Than $5000**

**Procedure:**

End user to directly fill up purchase request as part of an email rather than as attachment.

1. Copy and paste the table below onto email.
2. Fill up the details.
3. Send to PI for approval.
4. Forward email of purchase request with PI’s approval to CPO Business Partner (BP) Nursyidah binti Mansor ([syidahm@nus.edu.sg](mailto:syidahm@nus.edu.sg)) for PO processing along ***with the quotation.***

|  |  |
| --- | --- |
| **Date** |  |
| **Requestor Name** |  |
| **Contact Number** |  |
| **Contact Email** |  |
| **Department** |  |
| **Delivery Address** |  |
| **Billing Address** | National University of Singapore, Department of Chemistry, Lab Supplies, Lower Kent Ridge Road, 8 Science Drive 2, S5-B-03, Singapore 117547 |
| **Procurement type** | SVP |
| **EPV (Estimated Procurement Value) in SGD excluding GST** |  |
| **Purpose of Buy** |  |
| **Awarded Vendor Name** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Currency** | **Unit Price** | **Total Amount** | **Asset No. (if Applicable)** | **GL** | **WBS** |
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**Required documents:**

1. Quotation
2. Email Approval from WBS Owner