

ICS PGRF Equipment Cover Page

This form should be completed by Postgraduate students before reimbursable costs are incurred for equipment. The full costs should be included on the form. Applicants should ensure that actual expenditure is within the Total Budget Estimate.

Name of Student:	
Student ID #:	
Degree Program:	
Department:	

Supervisors:	
Thesis title:	
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Date first enrolled:	Expected completion date:

(Tick one box only for full- or part-time)

Itemised Budget	Natural code	Cost in foreign currency	Cost in A\$
Equipment – repairs and maintenance	413		
Equipment – Inventory	541		
Equipment – non-inventory	543		
Laboratory consumables	415		
Freight and courier	453		
Computer software and licences	420		
Chemical/biological materials	412		
Purchase of books	417		
Hire and lease expenses	459		
Other			

Full list of natural codes at: http://www.ofs.mq.edu.au/financial_accounting/chart-of-accounts/FA02-GB-NaturalCodes.xls

Total Budget Estimate: \$

Source of funds:	Account #	\$	Account Name	Init
1				
2				
3				

Account line must be initialed by account owner.

Justification: *Attach brochures / quotes or other supporting material to this form.*

Other Comments: *e.g. payment deadlines, other source of in-kind or financial support*

Student signature: _____ date ___/___/___

Supervisor endorsement: _____ date ___/___/___

Head of Dept (or nominee): _____ date ___/___/___

Dean of Division (or nominee): _____ date ___/___/___

Supervisor comment (optional)

Have you applied for a research grant for this equipment? Yes / No