

Field Robotics Summer Course - Requisition guidelines

Version 2009-08-11 Kjeld Jensen <kjen@kbm.sdu.dk>

Guidelines for procuring parts/services for the student projects

Each team will be allowed to procure parts/services necessary for their project. The team must, however, follow these guidelines (in order).

1. First consult with one of the facilitators of the summer course.
2. Fill out the requisition form at page 2 adding the parts/services you wish to procure.
3. Update the team budget to reflect the expence.
4. Obtain a signature by one of the facilitators.
5. Put a copy of the signed requisition on the desk of Kjeld Jensen
6. Procure the part/service (not until you have completed 1-5).

Standard distributors

For parts available at one of the standard distributors please contact Carsten Albertsen, who will order it for you. He will need to have a copy of the requisition as well. The standard distributors are:

- RS-Online <http://dk.rs-online.com/web/>
- Farnell <http://www.farnell.dk/>
- Elfa <http://www.elfa.se>
- Cypax <http://www.cypax.com>
- Harald Nybord <http://www.haraldnyborg.dk>

Local shops

For parts available at local shops:

1. Follow the steps listed above.
2. Then procure using your own money.
3. Fill out the form "Udlæg" on page 3
4. Hand in the form, a copy of the signed requisition and the receipt to the Mærsk secretariat.
5. You will then get a refund.

Everything else

For all other parts please consult with the relevant facilitator of the summer course.

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Date: _____

Team: _____

Prices listed must be in DKK ex. VAT

Units	Item	Price (unit)	Price (sum)	Distributor	Part nr.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Price (total): _____

Signature (team member): _____

Signature (facilitator): _____

Udlæg

Personlige oplysninger/Personal information

Navn/Name:	
Adresse/Address:	
Postnr./ Postal Code:	By/City:
Tlf./Telephone:	Cpr./Personal Identity No.:

Pengeinstitut/Bank information

Bankens Navn/ Name of Bank:	
Adresse:Address:	
Postnr./Postal Code:	By/City:
IBAN no.:	S.W.I.F.T code:
Reg.nr.:	Kontonr./Account no.:

Formål/Purpose: Sommerkursus 2009

Forbeholdt Instituttet

Totalbeløb:	Kr.	Kr.	Kr.
Underkonto			
Artskonto			
Omk.sted 1			
Formål			
Projekt			
Finansieringskilde			
Analyse			
Omk.sted 2			
Attesteret: Dato: Underskrift:			

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