THE HONG KONG POLYTECHNIC UNIVERSITY
INDUSTRIAL CENTRE

IPU-015
(Mar 2010)

# Departmental Project/Job Requisition Form

**Name of Requestor:** _____ **Tel:** _____

**Email:** _____ **Fax:** _____

**Project Supervisor:** _____ **Tel:** _____

**Email:** _____ **Fax:** _____

**Department:** _____

**Date of Requisition:** _____

**Project Type*:** ☐ Research Project ☐ ITF Project ☐ Souvenir & Publicity Project
☐ Student's Final Year Project ☐ Departmental Project
☐ Product Development Project

**Project/Job Title:** _____

**Project/Job Description:** _____

_____

_____

**No. of Drawings/Sketches attached:** _____

**Expected Project/Job Completion Date:** _____

**Project Account Code:** _____

**Closing Date of Project Account:** _____ *(Account to be debited)*

_____ _____

**Signature of Rquestor** **Signature of Project Supervisor**

*Please indicate as appropriate.