

MECH 4240 – 4250 Comprehensive Design

Purchases & Ordering

How to order parts online?

A 'university purchasing card' is used to make purchases for senior design projects. A purchase preapproval form, which can be found on class webpage or Canvas, needs to be filled out for each order you want to place. The filled out forms need to be sent to your team's technical advisor for review and approval. The approved forms then need to be sent to the GTA for him/her to place the order for you. The entire process can be done online by sending an e-mail to your team's technical advisor with filled out preapproval forms (excel files) attached for approval and asking him/her to forward your forms to the GTA after approval.

How to buy parts directly from the store?

The purchasing card can be borrowed for two hours, if you want to buy any part directly from the store. The same process mentioned above needs to be followed to get the technical advisor's approval for your order. You can borrow the purchasing card from the GTA once he/she receives the approved preapproval form from your technical advisor. NO TAX should be paid while checking out the part(s) from the store. The purchasing card along with the purchase receipt need to be returned to the GTA within two hours.

Keeping track of your purchases

It is your responsibility to keep track of all your purchases and maintain bill of materials (BOM). Either team manager or a member of the team will be given access to a BOM sheet (Google Spreadsheet) where they need to enter details of all the parts they are buying. A read only link of the document will be made available on Canvas/Webpage for other members of the team to view. And the same document will also be used by the GTA to inform you the status of your orders.

Tax and Shipping Policy

All university related purchases must be tax-free. You are encouraged to review vendor's tax policy before deciding upon where to buy the parts from. If you are buying directly from the store you need to tell the store cashier tax account number (41506) of the university while checking out to get the tax exemption. All the orders will be shipped to department address by default. No orders will be shipped outside university unless they are approved by the department.