

ME 463: Purchasing Policies

1. Designate **one member** of the group as the person responsible for purchasing.
2. The designated purchaser for each group must fill out the “ME 463 Purchase Requester” form and submit it in person to the business office **before any purchase requests can be submitted.**
3. Get a **cost quote** from the supplier. Pricing from a supplier’s website is acceptable as long as it is current.
4. List the items and amounts on the ME463 purchase requisition form. If the order is to be placed on a website, attach a **screen shot or printout** of the item to the form.
5. Obtain **instructor approval** on purchase form before submitting to business office. Instructor can sign the ME463 purchase requisition form or approve via email. *Email approval is only acceptable if the email mentions the specific quantities, costs, vendor and is attached to the purchase request form.*
6. All orders will be **shipped to your professor’s office.**
7. Send your purchase requester to the ME Business Office for instructions on how to complete the purchase. Different methods include
 - a. School check-out credit card for purchases at local businesses.
 - b. Online orders (must be placed by the Business Office).
 - c. Research Machine Shop - requires its own form and a quote from RMS.
8. Your team will need to **keep track of expenses**, with the volume of purchases we make, it is impossible for us to keep track of how much each team has spent. Make copies of all orders before submitting to business office.

Reminders:

- Items purchased from eBay must have a “**BUY IT NOW**” option. No “bidding”.
- Expedited shipping is not acceptable **unless approved by your professor.**
- **ME now has an AMAZON PRIME account.**
- **Hobby King CAN NOT be used.** We have had considerable issues in the past, so they are no longer an approved vendor.
- All items purchased for project are tax-exempt. If buying items from a local vendor, it’s your responsibility to inform the vendor the purchase is tax-exempt.
- **Do not purchase items with personal funds** you **will not** be reimbursed for the expense.
- Please plan ahead for your purchases to ensure you can receive your items in time. If you place an order and have not received it **after a week**, please come to the business office so we can check on the status.
- There are a limited number of credit cards that can be checked out for purchases. If one is not available when you come, you can leave your phone number and you will be called when one is available.
- Credit cards **cannot** be checked-out overnight. They must be returned to the business office by 5:00 pm.
- International vendors **cannot** be used. Unforeseen customs/duties/shipping charges and delays in shipment have frequently caused problems for groups in the past. If you can only find your needed items from an international vendor, your professor will need to verify with the business office that this purchase is okay to process.

**** Please include your name, e-mail, phone #, class time, team name, and the name of your instructor on purchases so that if a problem arises your team can be contacted.****