

# ECE 477 Parts Order Packet

Team number:	
Team project name:	
Name of person placing order:	
E-mail of person placing order:	<b>@purdue.edu</b>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature of person placing order</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div>	
Purpose of parts for project:	
Order total (\$):	

## Instructions for placing orders:

- 1) Fill out the packet (2 pages) using a PDF reader. Forms filled out by hand will **NOT** be accepted. Order requests violating any of the following rules will be returned and require resubmission.
- 2) Submit **TWO (2)** copies of each packet to the drop box in EE65.
- 3) Use a separate parts order packet (2 pages) for each different vendor/seller you are using. Orders with individual items exceeding \$50.00 or order totals exceeding \$100.00 will be subject to instructor review, and may take additional time to process.
- 4) When entering Catalog Number on page 2, **DO NOT** enter the part number (LM7805, R101, MAX1353, etc.). Instead, enter the vendor catalog number. For example, Sparkfun is typical SEN-3234 or WRL-2232, Digikey is typically ##### - # - ND (Refer to the ordering guide on the 477 website for examples).
- 5) Order times cannot be guaranteed, so submit your requests as soon as possible. That being said, do not be hasty. Make sure you need what you are ordering, and that is relevant to the project. All re-usable components (breakouts, shields, etc.) must be returned at the end of the semester.
- 6) If you need to order more than 8 items from one vendor, fill out and attach the parts\_order.xlsx Excel spreadsheet from the ECE 477 website.

## ELECTRICAL & COMPUTER ENGINEERING PURCHASE REQUEST

SC # \_\_\_\_\_

PO # \_\_\_\_\_

### Vendor Information

**Vendor:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

**Purpose/Specific Benefit to the Project:**

### Deliver To:

**Name:** \_\_\_\_\_  
**Building:** Electrical Engineering  
**Room:** EE 65  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Professor:** \_\_\_\_\_

### Special Shipping Instructions

### Account Information

Fund	Cost Center	Internal Order	G/L Account	\$ Amount or %	Project Period		Account Balance	Date
					Grant #	Expiration		

CATALOG #	ITEM DESCRIPTION	UNIT	QUAN	UNIT COST	TOTAL COST
<b>REQUISITION TOTAL</b>					\$

Does the project require animal & care approval? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide PACUC #: \_\_\_\_\_

**Dept. Head/ Advisor/PI:** \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comptroller:** \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chemical Order:** \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Order Placed By:** \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office Use Only:		Card #
Conf#		Reconciled:  Received:
Trans ID#		
Ref. Doc#		
Is there a discount? Yes _____ No _____ (Fill out the Form 41B) If educational discount, track internally. Has an equipment screening been completed? Yes _____ No _____ (Required for >=\$25,000 on Sponsored Accts, Desired for all other accounts)? Has the Request for Waiver of Competitive Bidding document been completed? Yes _____ No _____ (Required for all single source acquisitions >=\$10,000). Is there proper documentation from the PI approving the purchase (signature, email, other _____)?		