

# 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="border-top: 1px solid black; width: 45%; text-align: center;">Signature of person placing order</div> <div style="border-top: 1px solid black; width: 45%; 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.

