

Ordering Process

1.0 Introduction:

At the time of this writing, ECE477 provides limited resources to students to assist in payment of parts, components, and circuit boards related to ECE477 student projects. The specific resources available to students wishing to order parts, as well as ECE business office requirements for payment of these parts, changes from time to time. This document serves to inform ECE477 students what resources exist for the ordering of project components, as well as the process students must undertake to order those parts.

1.1 ECE477 Parts Ordering Resources:

At the time of this writing, ECE477 provides the following resources to student teams for parts ordering:

- \$425.00 (maximum) for all non-sponsored ECE477 student teams
- \$1000.00 for all corporately-sponsored ECE477 student teams. Under special circumstances this limit can be raised; corporately-sponsored student teams should contact course staff if special circumstances may merit a raised limit.

ECE477 reimbursement is subject to the following rules:

1. ECE477 course staff have exclusive and final approval on whether or not a given expenditure is valid and acceptable for payment or reimbursement.
2. Any expenditure deemed invalid or unacceptable shall not be paid for or reimbursed.
3. ECE477 provides reimbursement for project-related expenses. These expenses include, but are not limited to:
 1. Electronic, mechanical, or chemical components for projects
 2. Printed circuit boards
 3. Shipping of items in parts 1 and 2, above
 4. Project-related services, such as 3D printing, laser-cutting, or other machining

1.2 Additional ECE477 Resources

In addition to the resources listed in section 1.1, ECE477 provides additional resources to teams:

- Prototyping materials, tools, and other related equipment may be considered student laboratory equipment and subject to other rules. See the course policy document “Policy Regarding Laboratory Usage and Equipment” for additional details.

2.0 Process for Ordering Parts

At the time of this writing, the ECE business office recognizes two separate processes for ordering parts. Student teams may choose one of the following processes for parts ordering during their ECE477 semester.

2.1 Option 1: Parts Reimbursement

1. Student teams should appoint one team member to be responsible for ordering parts. If the

team member is an international student, he or she will be required to provide documentation detailed in the “Checklist for payments to Non-Resident Aliens”, included with this process on the ECE477 course website.

2. ECE477 student teams should proceed to order the components they wish to use in their senior design projects. If a team member is unsure whether or not a part qualifies for payment or reimbursement, they are directed to contact course staff. Students are directed to save ALL receipts for parts they wish to receive reimbursement for.
3. At the end of the semester, the student responsible for ordering parts is instructed to fill out the Substitute W-9 form. This form is included with the parts ordering process on the ECE477 course website.
4. Once completed, students should submit copies of Form W-9, all relevant project receipts for which reimbursement is sought, and copies of any necessary documentation (in the case of international students) to the ECE Business Office (EE132). The deadline for all reimbursement submissions is 4pm on the Friday of finals week in any given semester.

Option 2: Direct Ordering

1. Student teams are directed to designate a representative. This representative will be in charge of interacting with the ECE business office and performing all parts ordering for their ECE team.
2. When ordering components, the student representative is directed to place all parts orders directly through the business office. ECE477 teams are limited to one order per day (note: orders may consist of parts from multiple sources).
3. The ECE business office will proceed to pay for parts and components, up to the student reimbursement limit specified in section 1.1 of this document.