ECE 477 Parts Order Packet

Team number:	
Team project name:	
Name of person	
placing order:	
E-mail of person	@purdue.edu
placing order:	@ pur due.edd
Signature of pe	erson placing order Date
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, **<u>DO NOT</u>** 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.

477 Team #:____

ELECTRICAL & COMPUTER ENGINEERING PURCHASE REQUEST

SC#	•		

			PURC	HASE REQUES	5T	РО	#					
Vendor Information						Deliver To:						
endor:			Purpose/Speci	ific Benefit to tl	ne Project:		lame:					
ontact:	·							Building: Electrical Engineering				
ddress:			•				Room: EE 65					
ity:				•			hone:			7		
tate:	ZIP:					-	Email:					
hone:			,				Professor:					
ax:									5	Special Shipping		
Account Info	ormation				Drojec	t Period	Ι. Δο	count		Instructions		
Fund	Cost Center	Internal Order	G/L Account	\$ Amount or %	Grant #	Expiration	Marie Contract of the Contract	lance	Date			
						Li	1					
ATALOG #		ITEM DESCRIPTION	ON				UNIT	QUAN	UNIT COST	TOTAL COST		
		1					- J	<u> </u>				
												
				-				1	· · · · · · · · · · · · · · · · · · ·			
								J		<u></u>		
EQUISITION	N TOTAL require animal & care approval?	/on No If you	s, please provide PACUC #: _							\$		
	equire animai & care approvai?	res No II yes	s, please provide PACCO #		····	500 SE-14 - CALCONO DOS SECTO			,			
Dept. Head/ Advisor/PI:				Business Office Conf#	e Use Only:	A.V.		Car	a #			
Auvisoi/Pi.	Signature		Date	.								
· · · · · · · · · · · · · · · · · · ·		£ .		Trans ID#				Rec	onciled:			
Comptroller:	Signature		Date	Ref. Doc#				Rec	eived:			
Chemical												
Order:	Signature		Date						5-5			
Order	- Jigilatule			Is there a discount? Yes	No (Fill out the S	Form 41R) If advention	al discount track	internally				
Placed By:				Has an equipment screening Has the Request for Waiver o	been completed? Yes	No (Regu	ired for >=\$25.000	on Sponsored #	ects, Desired for all other	r Accounds)? quisitions >=\$10.000).		
	Signature		Date	is there proper documentatio	n from the PI approving t	he purchase (signature	, email, other):				