Red boxes indicated required fields

# ECE 477 Parts Order Packet

| | |
|---|---|
| Team number: | 3 |
| Team project name: | The Incredible HUD |
| Name of person placing order: | Aditya Balasubramanian |
| E-mail of person placing order: | balasubr @purdue.edu |
| Signature of person placing order | 2/1/2013 Date |
| Purpose of parts for project: | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cill |
| Order total ($): | $ 49.45 |

This will automatically be calculated, do not try to fill it out.

**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.

477 Team #: 3

# ELECTRICAL & COMPUTER ENGINEERING PURCHASE REQUEST

SC #

PO #

## Vendor Information

Vendor: Sparkfun.com
Contact: -
Address: -
City: -
State: - ZIP: -
Phone: -
Fax: -

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

If you are using a vendor with online checkout, there is no need to fill out the address etc.

## 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 Grant # | Project Period Expiration | Account Balance | Date |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| CATALOG # | ITEM DESCRIPTION | UNIT | QUAN | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| COM-11679 | LED - RGB 5mm square | | 10 | $ 0.95 | $ 9.50 |
| SEN-11195 | Color Detector Sensor | | 1 | $ 39.95 | $ 39.95 |
| WRL-08665 | XBee 1mW Wire Antenna - Series 1 (802.15.4) | | 2 | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| REQUISITION TOTAL | | | | $ | $ 49.45 |

You only need to enter quantity and unit cost. The rest will be automatically calculated.

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 Offi
Conf#
Trans ID#
Ref. Doc#

Card #
Reconciled:
Received:

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 _______________)?