

Red boxes
indicated required
fields

ECE 477 Parts Order Packet

Team number:	
Team project name:	
Name of person placing order:	
E-mail of person placing order:	@purdue.edu
Signature of person placing order Date	
Purpose of parts for project:	
Order total (\$):	

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.

Deliver To:

Name: _____

Building: Electrical Engineering

Room: EE 65

Phone: _____

Email: _____

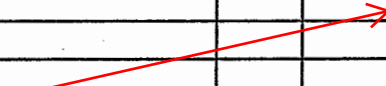
Professor: _____

Special Shipping Instructions

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

CATALOG #	ITEM DESCRIPTION	UNIT	QUAN	UNIT COST	TOTAL COST
REQUISITION TOTAL				\$	

You only need to
enter quantity and



REQUISITION TOTAL

Does the project require animal & care approval? Yes ☐ No ☒ If yes, please provide PACUC #: _____

Signature _____
Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Business Office

Conf#

Trans ID#

Ref. Doc#

Card #

Reconciled:

Received:

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

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 _____)?