

Parts Ordering Process

1.0 Introduction:

At the time of this writing, ECE477 provides limited resources to students to assist in payment of parts and components 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 parts, as well as the process students must undertake to receive reimbursement for 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:

- \$300.00 (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 parts ordering resources are 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 parts ordering resources must be used for project-related expenses. These expenses include, but are not limited to:
 1. Electronic, mechanical, or chemical components for projects
 2. Materials used in the final project packaging
 3. Shipping of items in parts 1 and 2, above
 4. Project-related services, such as 3D printing, laser-cutting, or additional runs for team printed circuit boards (the initial printed circuit board run is covered by course accounts and is available to students free of charge; see section 1.2)

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.
- The initial run of student printed circuit boards is subject to different policy and process. Please see the course process document “PCB Submission and Ordering Process” for additional details.

2.0 Process for Ordering Parts

At the time of this writing, students should follow the following steps to receive payment or

reimbursement of ECE477 parts:

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 parts 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 “Form 21 – Payee Certification”. This form is included with the parts ordering process on the ECE477 course website.

When filling out this form, the student should only fill out sections A and C. For section B, only fill out the section labeled “Other”, and specify the reimbursement amount (specified in section 1.1). Receipts for all project expenses receiving reimbursement should be included.

4. Once completed, students should submit copies of Form 21, all relevant project receipts for which reimbursement is sought, and copies of any necessary documentation (in the case of international students) to Viki Rogers in the ECE Business Office (EE132). The deadline for all reimbursement submissions is 4pm on the Friday of finals week in any given semester.