



Material Ordering Procedure

Description

Engineering Service Learning teams are provided a budget to procure materials and services needed for the completion of their projects. It is the responsibility of the students to manage this budget, and to procure any needed materials in a timely manner for the completion of their projects. The following procedure is in accordance with the School of Engineering (SoE) purchasing guidelines. **Reimbursements are not allowed.**

Ordering Procedure

1. Verify on hand quantities and shipping availability with vendors (usually a phone call).
2. Review Department Order Form with Engineering Service Learning staff reviewer (Chris Butler) and obtain signature.
3. Obtain faculty signature in PI signature box
4. Submit a completed Department Order Form to the School of Engineering front desk. Complete a separate Department Order Form for each Vendor. (additional forms available at Engineering Desk)
5. Follow up with SoE purchasing to ensure materials are not backordered and will be arriving on schedule.

SoE Department Order Form Definitions (example on page 2)

- Qty is the number of units you plan to order
- Unit is the number of items per package (i.e. A package of 10 pencils would have a Qty of 1 and unit of 10)
- Order number is the product model or part number
- Account Info: write "PC: team project code" in the last half of this line
 - Project Codes: GETSET, NISNET, WETLND, SJRR
- Deliver goods to: Chris Butler (or your package may get lost)
- Requested by, and phone number should be the individual responsible for your team budget
- PI is your faculty mentor

All purchases must be processed through the UC Merced purchasing. Please plan on 2 weeks for shipping.

***** It is the responsibility of the students to place and track their respective orders.**



UCM SCHOOL OF ENGINEERING ORDER FORM REQUEST FOR SUPPLIES OR EQUIPMENT

Date: 12/12/2012 PAC #: _____
(Office use only)

*Acct #: _____ *VENDOR: **Grainger**
(Company, Employee, Individual, etc.)

Vendor: _____
 PC: *[team project]*
 *Acct Info: code] *PHONE: _____ *FAX: _____

Vendor: _____
 *Requested By: Jonny B. Goode Address: _____

*Requester Phone: 209-555-5555 City, State, Zip: _____

*Date Needed By: _____ *Deliver Goods To: Chris Butler

Shipping Instructions: Overnight 2-day Other

Line #	*Qty	Unit	*Description of Items/Services Needed	Order #	Unit Price	Total Cost
1	1	100	Hex Cap Screw, Stl, 1/4-20 x 1, PK100	2CA54	\$9.14	\$19.57
2	1	1	EATON Hydraulic Motor, 2.8 cu in/rev, 2 Bolt	5PZG6	\$376.50	\$376.50
4						\$0.00
5	Sample Order					\$0.00
						\$0.00
						\$0.00
						\$0.00

*P.I. or Department Head: <u>[Team Adviser]</u> <small>(Please print name above)</small>	Subtotal	\$396.07
	Sales Tax	
	Total	\$396.07

*P.I. or Department Head signature: X

MSO or delegate signature: X

Additional signature, if necessary: X

UCM SCHOOL OF ENGINEERING

ORDER FORM REQUEST FOR SUPPLIES OR EQUIPMENT

Date: _____ PAC #: _____
(Office use only)

*Acct #: _____ PC: _____ *VENDOR: _____
(Company, Employee, Individual, etc.)

Vendor:

*Acct Info: _____ *PHONE: _____ *FAX: _____

Vendor:

*Requested By: _____ Address: _____

*Requester Phone: _____ City, State, Zip: _____

*Date Needed By: _____ *Deliver Goods To: Chris Butler

Shipping Instructions: Overnight 2-day Other

Line #	*Qty	Unit	*Description of Items/Services Needed	Order #	Unit Price	Total Cost
1						
2						
4						
5						
6						
7						
8						

*P.I. or Department Head: _____
(Please print name above)

Subtotal	
Sales Tax	
Total	

*P.I. or Department Head signature: x _____

MSO or delegate signature: x _____

Additional signature, if necessary: x _____