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: ____________________________

*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

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

Subtotal $396.07

Sales Tax

Total $396.07

*P.I. or Department Head: [Team Adviser] (Please print name above)

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

MSO or delegate signature: x

Additional signature, if necessary: x

5200 North Lake Road | Merced, CA 95343
p: 209-756-7869 | f: 209-228-4047 | w: esl.ucmerced.edu
UCM SCHOOL OF ENGINEERING
ORDER FORM REQUEST FOR SUPPLIES OR EQUIPMENT

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

*Acct #: ___________________________ PC: ______________ __*VENDOR: ___________________________

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

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Subtotal

Sales

Tax

Total

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

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

MSO or delegate signature: x ___________________________

Additional signature, if necessary: x ___________________________