

SENIOR DESIGN / ENGINEERING ENTERPRISE PARTS REQUISITION

Name: _____ e-mail: _____

Team Number or account number: _____

Supplier Name and/or Web Address: _____

Supplier Phone number: _____ Date submitted: _____

	MATERIAL DESCRIPTION DESCRIPTION, CATALOG PART #, CATALOG PAGE	QTY	COST	
			EACH	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

**NOTE: KEEP IN MIND CATALOG MINIMUM ORDER REQUIREMENTS.
KEEP A COPY OF ALL PURCHASE REQUISITIONS. APPROVALS:**

PROJECT MANAGER: _____ ADVISOR: _____

ACCOUNT MANGER: _____ DATE: _____

PARTS REQUISITION PROCEDURE

1. Fill out this parts requisition form for any orders over \$50. Orders under \$50 should be paid for with your personal funds. You can bring the tax exempt receipt to our secretaries for reimbursement. Note that you will not be reimbursed for tax. When you make a purchase, make sure you inform them that your purchase is for MTU which is tax exempt. The University tax number is 38 73 0627K (Note that using the University tax number for personal use is, of course, a crime, and you do have to sign for the receipt). Some companies require a tax form which you can download from www.admin.mtu.edu/pur/pdf/exempt.pdf. Some stores, like Walmart, require a special card which you can get at the service desk. Make sure this requisition is **readable** (print or type, especially e-mail addresses). Double check catalog part numbers, get approvals, and submit to John Miller in room 727 for ordering.
2. I will order the parts in my name, under my University credit card, and inter-account bill your account the following month, after I receive the monthly bank statement. Keep in mind that shipping will be added to the totals on your requisition, and perhaps some unanticipated price changes, thus I will be billing you for something more than what is on the requisition form. Also keep in mind that I will not take the time to shop for best price, etc., for you as I do for department items that I order. I will simply order what you have on the requisition form
3. Fill out one form for each catalog or vendor order.
4. Ensure order total meets catalog minimum order requirements (usually \$25) or be prepared to pay the service fee (usually about \$5).
5. A total of \$2,500 per line item can be ordered with my credit card with a maximum limit of \$4k. No chemicals are allowed to be ordered by credit card, in which case a purchase requisition will be needed and initiated by your advisor.
6. Try to order as many items as you anticipate needing at one time to save on shipping. Also, most catalogs give quantity price breaks. Perhaps you can go in with some others to take advantage of the quantity price breaks. It is always good to order an extra of critical items.
7. Look to mail order catalogs for the best prices, but be careful with connectors and related components. Don't go with the cheapest, as you will have nothing but problems. Get a good quality for those types of items.
8. I have catalogs you can look through; keeping in mind nothing is to leave the shop without being signed out. Due to the large number of students in the design program, I would suggest you try to obtain your own catalogs or send one team representative to me at a time.
9. I will notify you by e-mail when the order comes in (turn around time is usually about one week). If items are on back order, I will notify you by e-mail.
10. I will give the program coordinator a copy of my inter-account billing statement when I do the billing, which will have a one to two month time lag. Approximate cost can be tracked by the team from the requisition form you submit to me.

Keep a copy of all submitted purchase requisitions for your records!

John Miller
Lab Supervisor
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