

Senior Design Purchase Order Process

11/21/07 version.

12/05/07 added G, and H.

The process to order parts and supplies for Industrial Senior Design Process is as follows:

A: One team member should initiate all orders. Any questions relative to the order will be directed to that team member.

B: Vendors MUST accept PURCHASE ORDERS for the product. Many on-line vendors do not accept purchase orders. Try to use vendors that the program has used before. Needed is NAME, ADDRESS, TELEPHONE and EMAIL (optional)

C: The product must be delivered to an area that is available to accept the goods at any time during the business day. Pick a delivery location that has someone to sign for the item when it is delivered.

D: Complete the form "Purchase Requisition Form.xls" found on the course website:

http://www.coe.uncc.edu/~jmconrad/UNCCSeniorDesign_Common/Documents.html

1: Yellow shaded areas are those to be completed by the originator EXCEPT:

- FUND/INDEX NUMBER
- ACCOUNT

2: DEPARTMENT should be COLLEGE OF ENGINEERING

3: BLDG/ROOM is the location that the product is to be DELIVERED (see C above)

4: MARK FOR is the Originator of the order followed by the PROJECT name

e.g. Tom Jones/AREVA PIPE WRAP

5: TELEPHONE is a number to reach the originator if there are questions relative to the order.

6: TAX(if needed) is to be completed with a percentage if the vendor is in North Carolina.

E: Email the form to the faculty mentor for review.

F: The Faculty Mentor will email the form to Dr. Heybruck so that the cost can be deducted from the budget of the project. Dr. Heybruck will then submit the form for processing and ordering.

G: The Originator will receive an EMAIL with the PO number for reference.

H: The Originator MUST respond to the PO Number EMAIL with NOTIFICATION OF RECEIPT when the parts/materials arrive. IF there are any returns, an RMA (Return Material Authorization) is requested at this time.