**EE/CE/TE Senior Design Day Purchasing Guidelines for Summer 2014:**

**A.  EE/CE/TE Senior Design Purchasing Guidelines & Forms**

Purchases can be done through the EE dept or pre-approved student purchasing

**1. Procurement Requests via EE Dept: Instructions**

1. Assign a team purchaser
2. Consult your faculty mentor re: team purchases. Fill out EE-SD Procurement via EE Dept\_Form-1 (Non-UTDesign)
3. To get the Form-1, refer to the attachment
4. Complete the form and print as pdf. Email the pdf as an attachment to your faculty mentor
5. (All UTDesign procurement requests should be coordinated with your faculty mentor and [nancy.finch@utdallas.edu](mailto:nancy.finch@utdallas.edu)

**2. Faculty Mentor Pre-Approval for Student Purchasing: Instructions**

1. Students can do their own purchasing. But faculty mentor pre-approval is required.
2. Assign a different team purchaser (this is to distinguish requestors for SD I & SD II)
3. Consult your faculty mentor re: team purchases. Fill out EE-SD Student Purchasing Pre-approval Request Form-2 (Non-UTDesign) and get your faculty mentor’s signature or email approval
4. To get the Form-2, refer to the attachment
5. Complete the form and save as pdf. Email the pdf as an attachment to your faculty mentor
6. Student purchases must be taxed exempt. UTDallas does not reimburse sales tax. To get a copy of UTDallas Sales Tax Exemption certificate, please email marlene.nguyen@utdallas.edu
7. (All UTDesign procurement requests should be coordinated with your faculty mentor and nancy.finch@utdallas.edu)

**3. No Home Depot & No Frys Electronics Purchases via EE dept**

1. Home Depot & Frys Electronics require the cardholder to pick-up the items in person.
2. Home Depot charges $70.00 for deliveries to UTD
3. Students need pre-approval to purchase from Home Depot and pick-up the items themselves.

**4. SD II Students: No Purchases via EE Dept from July 1, 2014 starting at 1 pm through July 7, 2014**

EE dept will not accept purchase requests from Senior Design II students starting from July 1, 2014 starting at 1 pm through July 7, 2014. Students will have to do their own pre-approved purchasing.

**5. Reimbursement for Student Purchasing: Instructions**

a) To get reimbursed, please fill out the [online reimbursement request form](https://utdallas.qualtrics.com/SE/?SID=SV_9WxPNmdbtGnN8b3) and upload the pre-approved student purchasing form (PDF only). [Click here to access the online form](https://utdallas.qualtrics.com/SE/?SID=SV_9WxPNmdbtGnN8b3&Q_JFE=0)

b) Original receipts must be turned to Marlene Nguyen in person, ECSN 4.7