Purchasing Parts

DO NOT BUY ANYTHING UNTIL THE INSTRUCTORS CONFIRM DETAILS IN CLASS.

Purchasing must be complete before the midpoint status report and demo on 11/17 & 11/18. Aim to finish much sooner so you have time to de-risk your hardware.

Check the stockroom before buying anything — most common parts are already available there at no cost to your team.

If your team needs parts that are not available in the stockroom, you may spend up to $50 to purchase them.

Process

1. Confirm the part isn't available in the stockroom.
2. Make your purchase and save your receipts.
3. Fill out a reimbursement form, available from the department website.
4. Have an instructor approve the reimbursement. One instructor will serve as the faculty advisor for all project reimbursements; we'll tell you in class whose name to list on the form.