ELECOMP Capstone Design Program

Guidelines for Purchase Orders

1. Create a cart through the vendor you are purchasing project components from (Amazon, Digi Key, etc.). Make sure that you are ordering the correct parts and quantities. These must be in stock, and you must confirm this in the email to be sent.
2. Share the link to your cart, via email, with your technical directors for approval along with Dr. Sunak, and include the purchase order summary worksheet shown below. This must be updated with each subsequent order sent.
3. Once your technical director has approved the purchase, by replying ALL to the original email, Dr. Sunak will place the order using the link or links you have provided.
4. Purchase Order Numbers should be the first 4 letters of company followed by purchase #. For example, Acumentrics Fault Line's first purchase order would be ACUM-01
5. The Subject Line of the email will be:
   ELECOMP Capstone: PO: (Purchase Order No. e.g. ACUM-01)
6. All orders for PCBs must be approved, in person, by Mike Smith, Consulting Technical Director, on a Tuesday evening. Preference to use this vendor.

Purchase Order #:	Order Total:	Cumulative Total:	VENDOR: