**Purchased Part Process**

1. Create a sketch / hand drawing / description of design
2. Develop written requirements of necessary parts
3. Review requirements, design, and feasibility with one or more teammates
   1. This review may be repeated before moving on (possible return to step #1 or #2)
4. Review requirements and design with PE to justify feasibility
   1. This review may be repeated before moving on (possible return to step #1 or #2)
5. Determine what parts are needed
6. Find parts which meet or exceed requirements
   1. Check availability – Is part in stock? Vendor shipping policy?
   2. Obtain price (email quotes required for some vendors)

Depending on “vendor” choice

7A. RPI approved vendor (partial list on EDN, full list w/ Valerie Masterson)

1. Create Document Package
   1. Design Lab Requisition Form with **SIGNED** PE approval
   2. Paper copy of shopping cart
      1. **DO NOT COMPLETE PURCHASE YOURSELF! - RPI will place order**
2. Deliver Document Package to Valerie Masterson – corner of Design Lab JEC 3332
3. Wait
   1. If there is a problem - Valerie or PE will contact you
   2. You will be notified via email when parts arrive
      1. **Allow at least 2 weeks** for order to process through purchasing system before bothering Valerie
      2. Campus deliveries usually arrive after 10am Mon-Fri.

7B. Direct student purchase

1. This **MUST** be approved by PE due to urgency or complex availability issues
2. Obtain approval from Valerie to make direct purchase
3. Purchase parts
4. Create Document Package
   1. Design Lab Requisition Form with **SIGNED** PE approval
   2. Receipt of purchase
5. Deliver Document Package to Valerie Masterson – corner of Design Lab JEC 3332
6. Receive Cash Reimbursement Form from Valerie
7. Bring to Bursar to collect $$