

Department of Mechanical Engineering

SENIOR DESIGN

Guidelines on Purchasing

- Purchasing is managed by the ME administrative staff as required by UNT Purchasing and Payment Services.
- Team name, and leader assigned by professor. Number will be assigned by Budget Administrator. When sending purchasing form please include the team number for Budget records – this is essential.
- Remember that all requests must be signed by faculty advisor before submitted. Carefully evaluate vendor options and compare prices. Also consider shipping costs, availability and lead time.
- Consult with your faculty advisor, course coordinator, Robbin Shull or EMF staff if you need suggestions on vendors. Complete a Bill of Material.
- Picking the company you order from.
 - Only one Vendor per a form and do not combine xlsx forms.
 - Preferred company list: <https://mechanical.engineering.unt.edu/list-companies-ordering>
 - Some commonly used vendors include McMaster-Carr (various hardware, tools, fittings, raw material), Omega (sensors), Amazon, Metal Supermarkets (small quantity metals, cut to the desired size, local pickup option to save shipping costs)
 - Try picking a previously used vendor as new vendors may take extra time as we may have to setup tax exemption before we can order.
 - If picking up material locally give name and phone for student
- Prepare Purchase Request Form using the template.
<https://mechanical.engineering.unt.edu/sites/default/files/banner/36-me-purchase-request-form.xlsx>
Do not resize or change the purchase form (excel Spreadsheet) AT ALL (It slows down the process)
 - Include all information regarding wanted items, including shopping cart screen shots, details on size and metal type etc.
 - Enter program name (ME, MEET, CNET), team number/name, vendor info, parts info, shipping cost (if known).
 - Chemical and batteries take two extra weeks for ordering as these are required to be purchased through a requisition with UNT and needs risk management approval. Please factor this time into your process.
- Email Purchase Request Form and price quote to your faculty advisor for review and approval.
- Submit approved form and quote to Mr. Robbin Shull (robbin.shull@unt.edu) with a descriptive subject line (e.g., SD Team # Required items for team project to), once chartstring/justification is approved/added to Team Budget
 - In the body of your email add a link to each item you need purchased. The less information we receive the longer ordering will take.
 - Robbin Shull will confirm any items that can be provided by department to save team funding. Items will be gathered and provided to team lead.
 - Robbin Shull will be responsible for the processing of all remaining items. He will contact you regarding any questions, concerns or order status.
 - Please be patient as processing, placing and receiving the order might take considerable amount of time based upon vendor issues. All chemicals take longer because of Risk Management approval and purchasing through UNT Business Service Center.
 - An email with tracking information and estimated time of delivery will be sent to the team leader
 - **TEAM LEADER SHOULD USE UNT EMAIL ONLY.** Do not send emails or visit repeatedly to inquire about your order arrival. **CHECK UNT EMAIL DAILY.**
- Once your order is received, your team lead, and advisor, will be emailed instructing pickup procedures.
 - When you pick up your package from F156, check the content, the receipt, and sign the form to acknowledge receiving the package.
 - Pickup packages at the earliest possible time after receiving order ready for pickup email.
 - Items should not be carried to your home or outside of Discovery Park.
- All Senior Design related purchasing should follow this procedure for proper internal processing and record keeping; any departures will lead to delays in ordering and receiving your needed items. The more information listed will be better for contact of missing information.
- No reimbursements are allowed per UNT Purchasing and Payments Services. If you purchase items on your own, and submit the Purchase Request Form later, your project related expenses cannot, nor will not, be reimbursed through your allocated budget.

Any questions regarding purchasing should be addressed to your faculty member, or Mr. Robbin Shull (robbin.shull@unt.edu). Best wishes with your projects!