Purchasing Pre-Approval Ref. #

|  |  |
| --- | --- |
| Student Name |  |
| Class/Project |  |
| Phone/Email |  |
| Address |  |
| City/State/Zip |  |

In support of EE400D “Electrical Engineering Design Seminar and Project” for [SEMESTER], the following item(s) were purchased for the [PROJECT NAME(S)] project(s). Below is a breakdown of the parts purchased and requested reimbursement.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Receipt** | **Vendor** | **Item** | **Unit Price** | **Units** | **Price** | **S&H** | **Tax** | **Total** |
| 1 | 1 | SparkFun | Arduino Uno – R3 | $24.95 | 5 | $124.75 | $0.00 | $13.10 | $137.85 |
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|  |  |  |  |  |  | **Total** |  |  |  |

Notes:

1. Item number must match the item number on the CSULB EE Pre-Purchase and Safety Form
2. Receipts should be numbered and attached to this form. Please include original for all non-internet purchased items.
3. Tax must be included. If the item was purchased without tax, then you must add the applicable tax in the row. Please see Clarice Ross in the EE Department office for the tax rate to be applied.

Total reimbursement amount requested is [TOTAL]. This amount includes all shipping and handling, and applicable taxes. Our project budget is [BUDGET]. Funds remaining after purchase are [REMAINING FUNDS].

All parts were provided to the Instructor - Gary Hill, and will be located in the cabinets in ECS‑316 or VEC-415 at the end of the semester.

Student

*Print Name*

Instructor Approval

*Print Name*

\*\* Attach physical copies of the receipts in the order listed on the table on page 1.

Here are the scanned receipts for the orders:

\*\*Please scan or screen capture the receipts and insert in this section.

Receipt 1:

Receipt 2:

:

Receipt N: