

Senior Design Purchasing and Reimbursement Guidelines

Part of “real life” engineering is budgeting and routine paperwork with an office manager, administrative assistant or secretary. Every employer you work for (or perhaps you as a business owner) will have policies and protocol for recording expenses and filing expense reports. Keeping track of a team (project) budget is an important educational exercise.

The information outlined below is a very basic model for your team budget process.

Please review the following guidelines:

1. Bob DeKraker, (SB117) the Engineering Lab manager, should be considered your purchasing agent/coordinator. Whenever possible you should order parts through Bob by filling out a “Parts Order Form”. Bob will work to get the best price for you and in most cases even deliver the parts to your workstation. The Parts Order Form is on the Senior Design web page and in moodle. Teams should keep records of what they requested from Bob and price information. If you purchase items on your own you should remember:
 - a. If Bob purchases items as an employee of Calvin College your team will be exempt from Michigan sales tax. You as an individual making a purchase are NOT tax exempt.
 - b. On major purchases where the cost of sales tax is large, the college may not reimburse students for the sales tax—only the cost of the item(s) purchased. (We don’t want that to happen to you.)
 - c. There is extra paperwork you have to fill out to get reimbursed for making a purchase. If you want to avoid extra paperwork, keeping track of receipts and waiting to get your money back --order through Bob.
2. Inform Bob you need parts by filling out the Parts Order Form (complete with your advisor’s signature) and give it to him personally or put it in his mailbox. (He has a mailbox on his office door SB117, in NH 156 and in SB148) There are directions on the form and it’s really quite self-explanatory. The Parts Order Form is also on the web and in moodle.
3. What if we really need to buy something without Bob?
 - a. Keep your receipts! Whenever possible save your receipts and submit one request per team member per semester. To streamline the process you should consider assigning one or two team members the responsibility of all the purchasing that doesn’t go through Bob.
 - b. Please DO NOT fill out a reimbursement form for each individual purchase. Rather the purchaser(s) should save his/her receipts until the total is at least \$50 and then

request a check from the office. This saves paper, time and money for the college (or your employer).

- c. The Request for Reimbursement Form can be found on the Senior Design web page and in moodle.
 - i. Fill it out completely – with signature from your team advisor,
 - ii. Record this information on your team budget report (spreadsheet – template available on website or make your own.)
 - iii. Bring the reimbursement form AND a printed copy of your most current team budget to Michelle in the Engr. Dept. Office (148).

NOTE: All team members are expected to have knowledge of the process, you may wish to assign one team member the primary responsibility of your team budget, one team member to do the purchasing with Bob, another to do outside purchasing, one team member to maintaining your website and another to etc. . . . (Hopefully you get the idea!)

On-campus expenses

The Calvin Audio Visual Department, Campus Store, or Printing Services may also be used to purchase things for your project. Sometimes the purchase will be absorbed by the Engineering Department while other cases you will need to account for them on your team budget. If you have questions, please talk to Michelle in the Engineering Department Office or your team advisor. DO NOT place an order with Print Services without talking to Michelle first.

The Calvin account for Engineering Senior Design is 1-1-01110-53170. Whenever making a purchase on-campus you will need this number.

IMPORTANT Printing of PPFS and Final Reports

Teams must discuss in advance with their advisor how many printed copies of the PPFS and Final Report are necessary. Faculty advisors **MUST** send an e-mail to Michelle indicating how many reports each team is allowed to have printed. Teams will need to submit a .pdf version of these reports in moodle. **All teams must post a copy of their PPFS and Final Report to their website. No exceptions.**