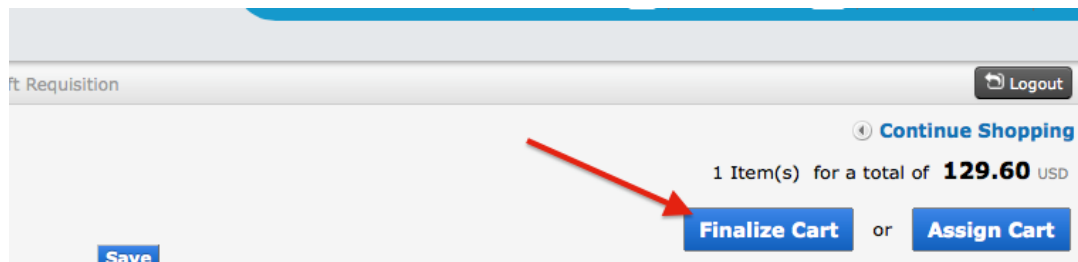


ECE 188 Supplies orders procedure (revised 11/3/14)

Purchasing via Gateway (campus preferred method)

1. Student “shops” for items in Gateway by creating and completing a “cart”
2. Once the cart is complete, click “Finalize Cart” in the upper right corner of the cart



3. Clicking “Finalize Cart” takes you to the Requisition screen where you will set the Shipping Address and Accounting Code
 - ✓ Click on the Summary tab
 - ✓ Set the **Shipping Address** to 1160 Harold Frank Hall (search for this by clicking on the “select from org addresses” link, and then entering “ELEG” in the search dialog box)
 - ✓ Scroll down to the **Accounting Codes** section and click the “edit” button
 - ✓ Select the Account Code
 - Step 1: Below the Department field, click “Select from all values”. In the search dialog box that pops up, type “ELEG” in the value field and press “Search” or hit the return key. Select “ELEG”
 - Step 2: Below the Account String field, click “Select from all values”. In the search dialog box that pops up, type an asterisk, then the Project Code, then another asterisk (e.g., *DPGI50*) in the value field and press “Search” or hit the return key. (see below for ECE 188 project codes) Select the account string
 - ✓ Press Save
4. Submit the requisition by clicking the “Submit Requisition” button near the top right of the page
5. Notification is send to course Instructor (Ilan) and TA (Vincent) to review/approve the order.
6. After the Instructor or TA approve the order, the ECE Purchasing desk performs a final review/approval and then the order is sent to vendor.
7. Goods will be received at the ECE Shop. Shop will send student email when their package arrives.
8. Student reviews contents of package, signs the packing slip, and turns the packing slip in to the ECE Purchasing desk (HFH, room 4121) or to the ECE Shop (HFH, room 1160).
Important: Packing slip must be turned in so that Purchasing desk can confirm completion of order and pay the vendor invoice in a timely manner.

Purchasing via a personal credit card (should only be done if preferred or alternate supplier not available in Gateway)

1. Student purchases parts/supplies using personal credit card via point of purchase sale or online sale (if online sale, print the order confirmation and proof that payment was made)

2. Student obtains blue Supplies Reimbursement Worksheet from the Central Administrative Office (HFH 4155).
 - ✓ Fill out the worksheet completely; include email address and mailing address for check
 - ✓ Attach order confirmation, receipt, and/or proof of payment documentation to the blue worksheet (tape any odd sized receipts to full 8.5 x 11" piece of paper). If order was shipped, also sign packing slip and include it with the other documentation.
 - ✓ Obtain instructor's approval signature and account information on the worksheet. Be sure the account/fund/project info is filled in as complete as possible; this will ensure quicker processing.
 - ✓ Turn in completed approved worksheet plus attached documentation to the Central Administrative Office (HFH 4155)
3. Central Administrative Office staff will process the reimbursement, and check should be sent to the department within 7-10 days.
4. Once check is received, Central Administrative Office staff will email Student that their check has arrived, or send it via USPS to the Student's mailing address.