Class and Project Ordering
PROCEDURES
Class and Project Purchases

Class & Project Items Needed

TPS Business Team purchases supplies

Student purchases supplies

Instructions = Page 3

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September 2019
**TPS Business Team**
**Orders Supplies**
**Instructions**

**Applies to:**
- Class projects
- Capstone projects
- eProjects
- FURI/MORE projects

**Form:** Purchase Request  
(one vendor per form please)

**The Poly School contact:**
TPS Business Office  
Sutton Hall, Suite 101  
polybizz@asu.edu

**REMINDER:**
Orders should be determined and placed **no later than three weeks** before the semester ends.

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**FACULTY** – send course syllabus with project budget to polybizz@asu.edu at the beginning of the semester

**STUDENTS** – research supplies needed for your project

**STUDENTS** – complete Purchase Request form

**STUDENTS** – email completed Purchase Request form to your instructor/mentor

**FACULTY** – review students’ supply request for class/project appropriateness

**FACULTY** – email Purchase Request form to polybizz@asu.edu, indicating faculty approval

**BUSINESS OFFICE** – places order and pays for supplies

**BUSINESS OFFICE** – emails students when supplies have arrived

**STUDENTS** – pick up supplies in Sutton 101

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September 2019
Per ABOR guidelines, we need to **MINIMIZE** the number of reimbursements to students for supplies purchased for classes with class fees assessed. The TPS business team does order approximately 95% of the class and project purchases.

However, we realize there will be times when students need to pay/pick-up items themselves and/or students wish to place their own supply orders. The next two pages detail the student purchase and reimbursement processes.
Students Ordering Supplies Instructions

- Students want to place their class project supply orders
- Students want to pick-up their class project supplies from local stores
- Use ASU P-card (credit card)
- Pick-up AND return of P-card on the same day
- P-card is not available overnight or weekends
- Original receipts and P-card must be turned back to the business office within 3 hours

**Form**: Purchase Request

**The Poly School contact**: TPS Business Office
Sutton Hall, Suite 101
polybizz@asu.edu

**Student Ordering Options**

**Online Orders**
- Check-out School p-card from the business office in Sutton 101
- Place online orders in Sutton 101. A desktop computer is designated for student use for project purchases

**Local Store Purchases**
- Check-out School p-card from the business office in Sutton 101
- Shop for supplies from local stores
- Return p-card AND original receipts to the business office within three hours

September 2019
Student Reimbursement Instructions

- Students need last-minute supplies
- Students pay for supplies with their own money
- Original receipts REQUIRED

**AMAZON purchases cannot be reimbursed!**

**Form:** Reimbursement Request
(one vendor per form please)

**The Poly School contact:**
TPS Business Office
Sutton Hall, Suite 101
polybizz@asu.edu

Business Office – reviews the form/receipts and processes payment to students

Business Office – receives check and will contact student for pick-up

Students – pick up check in the Business Office (Sutton 101)

September 2019
ORDERING TIPS

Process Time
- Allow time for faculty to review/approve student orders.
- Allow enough time for order to be placed and delivered.
- Orders will be placed within 24 hours of receiving the Purchasing Request form, with faculty approval.

Vendors
- The Innovation Hub, located in the Tech Center, will have basic supplies for any project.
- ASU has a preferred list of vendors.
- U.S. companies should be your first choice.
- If items only available from international vendor, factor in shipping time. Allow 6–10 weeks for foreign purchases.
- Chemicals (glues, adhesives, paint) can only be purchased through ASU approved vendors.
- Amazon orders can only be placed through ASU’s Amazon Business account.

Shipping
- ASU does NOT pay for express or expedited shipping.
- All project supplies MUST be shipped to ASU.

Purchasing Form
- Identify the class or project on the “Name of Class or Project” yellow line (at the top of the form).
- Business purpose box must be filled in (yellow line). For the majority of purchases, use “Lab/Class/Medical Supplies” as the justification.
- One vendor per form.

September 2019
Innovation Hub
Available Supplies

- Wood
- Cardboard
- PVC Pipe
- Strap Hinges
- Zip & Nylon Ties
- JB Weld
- PVC Elbow Joints
- PVC Tee Joints
- Pipe Glue
- Wood Glue
- Velcro
- L Brackets
- Screws
- Nails
- Wooden Dowels

Varying sizes and lengths are available.
ASU Preferred Vendors

Amazon (direct purchases only)
Grainger
McMaster-Carr
MSC Industrial
Newark
Staples

September 2019
Other Vendors to Consider

Adafruit
All Electronics
Amazon
Digi-Key
Harbor Freight Tools
Hobby Engineering
Jameco Electronics

Microcontroller
Mouser Electronics
NewEgg
Parallax
Robot Mesh
RobotShop
SparkFun
Electronics
Vendors NOT to use

AliExpress
AliBaba
Rakuten

Orders from these vendors will not be placed

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