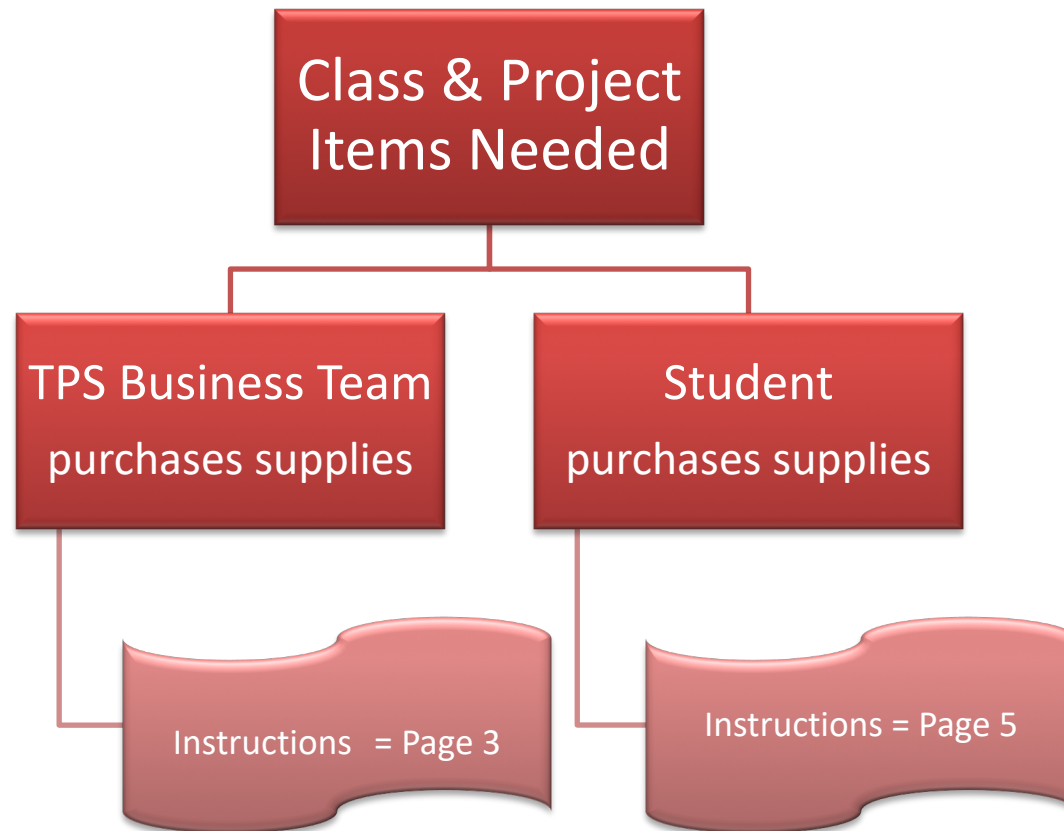




Class and Project Ordering PROCEDURES

Class and Project Purchases



TPS Business Team Orders Supplies Instructions

Applies to:

- Class projects
- Capstone projects
- eProjects
- FURI/MORE projects

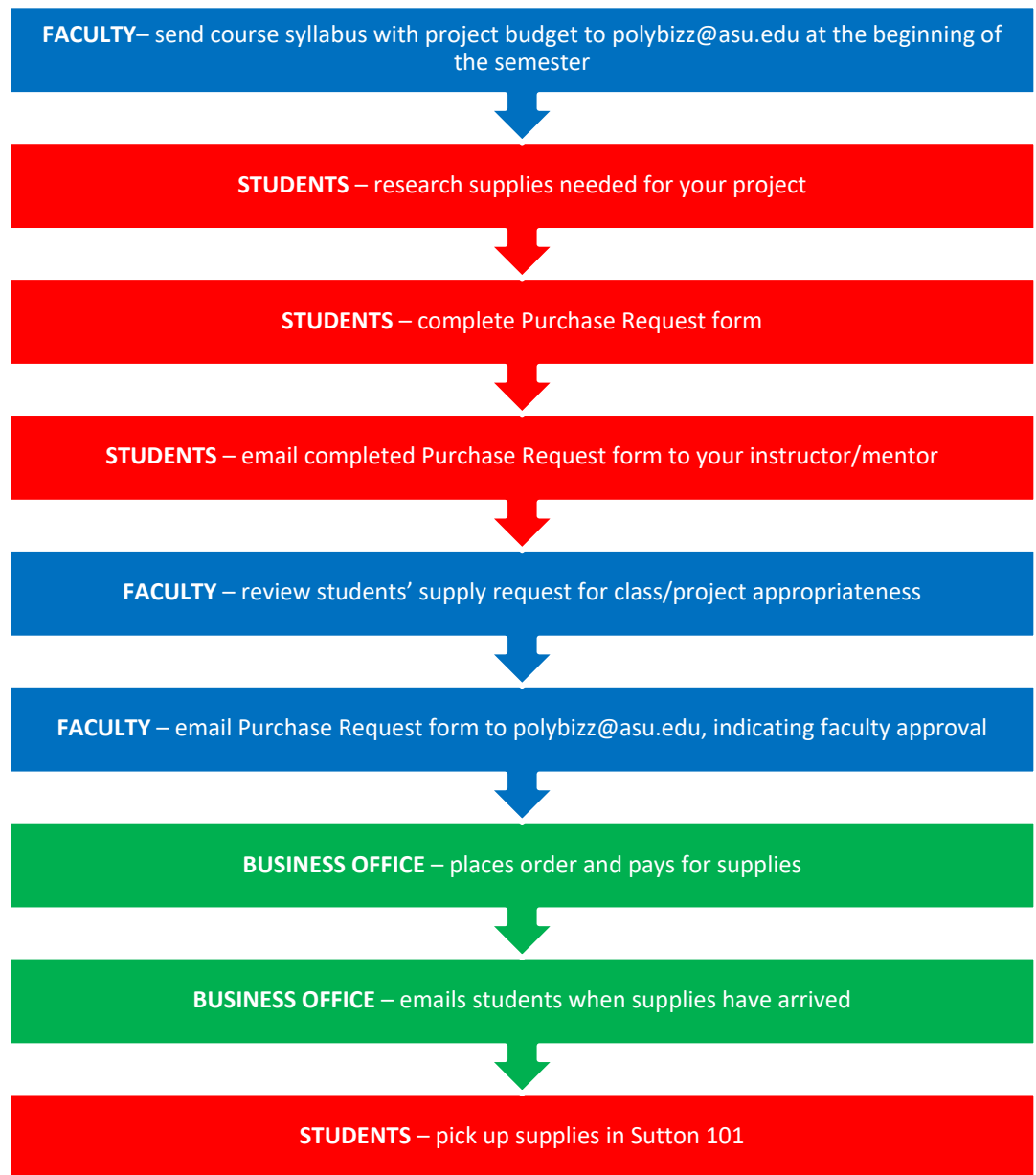
Form: Purchase Request
(one vendor per form please)

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.



Student Reimbursements for Class or Project Purchases

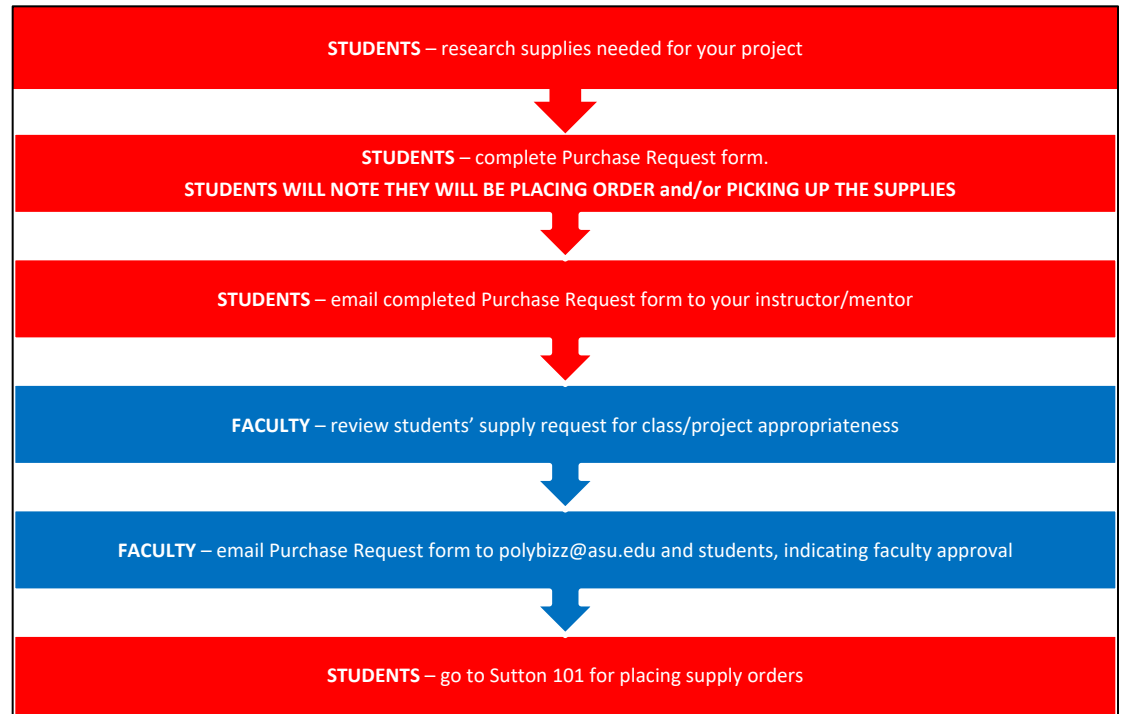


Per ABOR guidelines, we need to **MINIMIZE** the number of reimbursements to students for supplies purchased for classes with class fees assessed. The TPS business team does order approximately 95% of the class and project purchases.

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

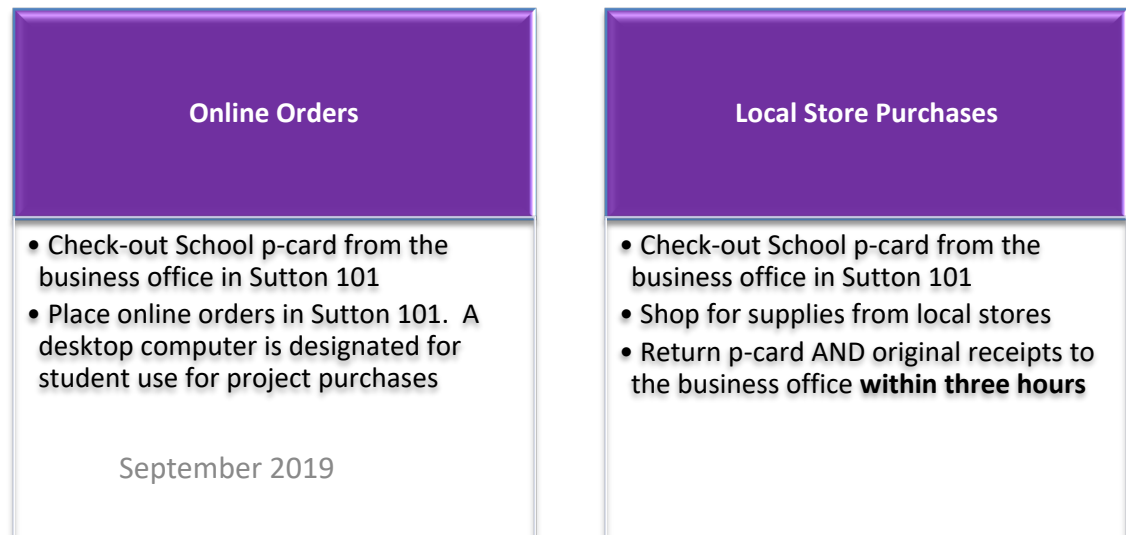


Form: Purchase Request

The Poly School contact:

TPS Business Office
Sutton Hall, Suite 101
polybizz@asu.edu

Student Ordering Options



Student Reimbursement Instructions

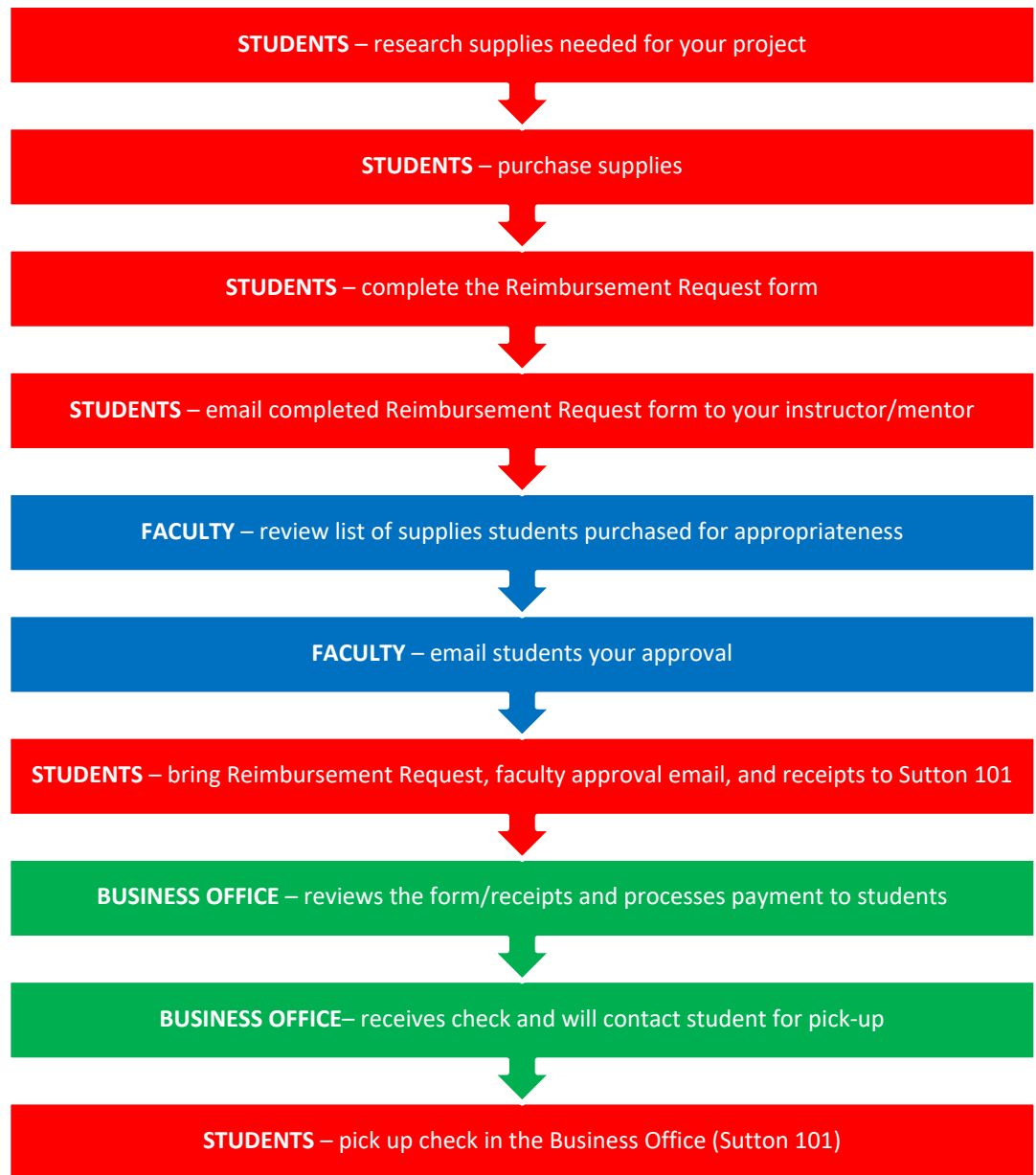
- Students need last-minute supplies
- Students pay for supplies with their own money
- Original receipts **REQUIRED**

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



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.

Innovation Hub

Available Supplies

Varying sizes and
lengths are available

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**

ASU Preferred Vendors

Amazon (direct purchases only)

Grainger

McMaster-Carr

MSC Industrial

Newark

Staples

Other Vendors to Consider



Adafruit	Microcontroller
All Electronics	Mouser Electronics
Amazon	NewEgg
Digi-Key	Parallax
Harbor Freight	Robot Mesh
Tools	RobotShop
Hobby Engineering	SparkFun
Jameco Electronics	Electronics

Vendors NOT to use



**AliExpress
AliBaba
Rakuten**

Orders from these vendors will not be placed