

ECCO Center

Kate Gleason College of Engineering
Purchase Requisition

This form is to be used for purchases made with the Purchasing card from the ECCO Office or to request reimbursement for project purchases.

Multi-Disciplinary Robotics Club

Project Name

Project Team Number

| | |
|-----------------------|---|
| Vendor: | FingerTech |
| Vendor Contact: | |
| Vendor Address: | FingerTech Robotics Ltd. 423 Turtle Place |
| Vendor City/State/Zip | Saskatoon, Saskatchewan S7K 4V9 Canada |
| Vendor Phone Number: | |
| Vendor Fax Number: | |
| Vendor Email: | sales@fingertechrobotics.com |

| Item | Qty | Part Number | Detailed Description | Unit Price | Extended Price |
|---|-----|-------------|------------------------------|------------|----------------|
| 1 | 1 | | FingerTech Mini Power Switch | \$7.57 | \$7.57 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | | | | Sub-total | \$7.57 |
| Handling: <input type="checkbox"/> Standard <input type="checkbox"/> UPS 2-Day <input type="checkbox"/> Fed-Ex <input type="checkbox"/> UPS Overnight | | | | Amount | \$8.18 |
| | | | | Total | \$15.75 |

| | | |
|--|------------------------------|---------------|
| Student requester name and email (print): | Alex Burbano arb8590@rit.edu | Date: 10/2/21 |
| Reviewed by team purchasing agent (print) (if applicable): | | Date: |
| Faculty Approval: Ferat Sahin | | Date: |
| Financial Approval by ECCO Office: | | Date: |
| Account Number: 01.63100.xxxxx.10.26006.00000 | | |
| Special Instructions: | | |

OFFICE USE ONLY

Order Entered By and Date

Date Order Received/ Initials

☐ Complete ☐ Partial

Special Notes (backorders, partial order received):