

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: | McMaster-Carr |
| Vendor Contact: | |
| Vendor Address: | 200 Aurora Industrial Pkwy. |
| Vendor City/State/Zip | Aurora, OH 44202-8087 |
| Vendor Phone Number: | (330) 995-5500 |
| Vendor Fax Number: | |
| Vendor Email: | cle.sales@mcmaster.com |

| Item | Qty | Part Number | Detailed Description | Unit Price | Extended Price |
|---|-----|-------------|--|------------|----------------|
| 1 | 1 | | 608 Ball Bearing | \$4.82 | \$4.82 |
| 2 | 1 | | 18-8 Stainless Steel Mil. Spec. Washer Passivated, 1/4" Screw Size, MS51496-P78 (5 Pack)■ | \$8.47 | \$8.47 |
| 3 | 1 | | Perferated Sheet | \$83.89 | \$83.89 |
| 4 | 1 | | Stainless round stock | \$39.42 | \$39.42 |
| 5 | 1 | | Brass thumb screw | \$4.41 | \$4.41 |
| Sub-total | | | | | \$141.01 |
| Handling: <input type="checkbox"/> Standard <input type="checkbox"/> UPS 2-Day <input type="checkbox"/> Fed-Ex <input type="checkbox"/> UPS Overnight | | | | | Amount |
| Total | | | | | |

| | | |
|--|------------------------------|---------------|
| 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):