

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.

MDRC

Project Name

Project Team Number

Vendor:	Amazon
Vendor Contact:	
Vendor Address:	
Vendor City/State/Zip	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Email:	

Item	Qty	Part Number	Detailed Description	Unit Price	Extended Price
1	2		4.75-23V to 1-17V Mini 360 DC-DC Buck Converter Step Down Module■	\$4.99	\$9.98
2	1		16 Channel Relay Board	\$15.69	\$15.69
3	1		12v to 9v Regulator	\$7.59	\$7.59
4					
5					
Sub-total					\$33.26
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: 10/1/21
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):