

## ECEN 499 TEAM VISA PURCHASE FORM

**Instructions:** This form and the original (if possible) receipt and a copy of it must accompany every transaction made on your ECEN 499 Project Team VISA Card, and must be completed and filed with the Accounting TA within two business days of the transaction. Periodically, your Team's records will be audited to ensure your compliance with VISA Card purchases and paperwork. If your team is found to be missing this form or any of the receipts, you will be asked to provide this form and the receipts immediately. If you cannot produce this form with a receipt, then you will be held personally liable for the transaction. As receipts are critical for this process, vendors that cannot produce receipts should not be used.

Team Letter: A, Team Name: Powder Science, Team Account (last 4 digits): 9096

Date of Transaction: 1/31/22, Amount of Expense on VISA: \$15.07

Vendor's name: Digi-Key Attach the receipt.

Description of Expense: PARTS FOR BEARING BALL BEARINGS

The Person who made this purchase with the Team VISA:

Jonathan Phillips Jan 1 2022  
Name Signature

Person who authorized this purchase (Team Leader or 2<sup>nd</sup> member if the Team Leader made the purchase):

Austin Steckleh Austin Steckleh 1/31/2022  
Name Signature Date

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### Record of Goods Received (The following is updated and stored in the Team's records)

The items purchased above were received:

\_\_\_\_\_  
Name Signature Date

Note any discrepancies in quantities received and quantities ordered: \_\_\_\_\_

Shipping

SHIPPED BY	SHIPMENT INFORMATION	SALESORDER ID
Digi-Key Electronics Shipping from USA	Ship Method: UPS Ground	74035092

Payment

Payment Method: Visa | Ending in 9096

Summary

Subtotal:	\$7.38
Shipping:	\$6.99
Tariff:	\$0.24
Sales Tax: ⓘ	\$0.46
Total:	\$15.07

All prices are in USD

#	PRODUCT DETAILS	QUANTITY	AVAILABILITY	UNIT PRICE	EXTENDED PRICE
1	ROB-08449-ND ROB-08449 VIBRATION ERM MTR 13000 RPM 3V	1	Immediate	2.15000	\$2.15
2	433-1239-ND SP-1504-18 SPEAKER, 93DB SENSITIVITY, 15MM	1	Immediate	2.35000	\$2.35
3	455-2257-ND S2B-XH-A(LF)(SN) CONN HEADER R/A 2POS 2.5MM	2	Immediate	0.18000	\$0.36
4	455-1736-1-ND B4B-PH-SM4-TB(LF)(SN) CONN HEADER SMD 4POS 2MM	2	Immediate	0.75000	\$1.50
5	455-2676-ND 04KR-D6S-P CONN SOCKET 4POS IDC 26AWG TIN	2	Immediate	0.51000	\$1.02