

List of Purchases and Expenditures

Why you do it

The list of purchases and expenditures helps your team:

- Manage budget and track orders to avoid delays
- Develop a record for justifying additional costs or reassuring managers/sponsors that you are staying within budget.

In industry or an academic lab, you will be expected to adhere to a strict budget in accomplishing your work. All capstone design projects, therefore, have a budget associated with them. Keeping an updated list of your purchases and expenditures will keep your project on track and on budget while providing a record for managers/sponsors of your work.

Preparing the list of purchases and expenditures

- Use a spreadsheet to track all team purchases and expenditures from the beginning of your project. *Don't forget to include shipping and other payments for services rendered to your team.*
- Include enough detail in your list so that you or another person could use the list easily reorder or acquire items (e.g. vendor, part number, cost, notes)
- Include ALL parts purchased whether you ultimately use them in your design or not.
- The total amount spent should match the records that course instructors have for your team. Track these amounts yourself—course instructors and design staff will not guarantee that they will pull purchase files for you so that you can create this list late in year.
- Should your project be associated with multiple departments, be sure to track which department paid for a particular item.

Revising the list of purchases and expenditures

Updated versions of List of Purchases and Expenditures are due at the end of 1 through 4. You will use this list to create your parts list and assembly instructions in Cycle 3.

[Purchases and Expenditures Rubric](#)