

## Instructions for Ordering Materials for EE 4810 and EE 4820

Anyone in your group can order materials for your project. ***Budgets must be approved before dept funding is allowed.***

Students must fill out a requisition form and have it approved/signed by Mr. Scalzo/Mr. DeSouza before the order is placed by Mrs. Oliver. \*\*\*Please remember to include part numbers\*\*\*

Mrs. Oliver will place the order and it is paid by the department. You can either email Mrs. Oliver with ***approved/signed*** requisition and associated links or you can drop your requisition off in 3325 Patrick F. Taylor Hall. If you are at a local vendor between 7am-2:30pm call Mrs. Oliver (578-5484) and she will give her credit card information to the vendor for the purchase. It would be best to let me know ahead of time so I'm expecting your call. You will then need to put the itemized receipt(s) in an envelope with your name, LSU ID, email address and group number on it and drop off in 3325 Patrick F. Taylor Hall within 24 hours. Give the envelope to the front desk worker.

### **This is ONLY for local vendors or emergency purchases:**

If you must purchase supplies on your own, **you will not be reimbursed for sales tax.** It is always best to let Mrs. Oliver order items with her university card but emergencies sometimes arise. The purchase must be paid by you (**meaning the card you use has your name on it**) or someone from your group. **If you use a credit card with someone else's name on it, they will not be reimbursed (example: using your mom's credit card).**

If you need to be reimbursed, please email or drop off the following information to Mrs. Oliver: itemized receipt, your phone number, mailing address, email address and a copy of your credit card statement showing the actual purchase (your name on the account and the last 4 digits of the account number). This information can be put in an envelope and given to the front desk worker in 3325 Patrick F. Taylor Hall within 10 days of purchase.

**If you order anything that has to be shipped, you MUST have it delivered to the Electrical & Computer Engineering Office, NOT your home address. Send the order to this exact address:**

Louisiana State University  
School of EECS  
3325H Patrick F. Taylor Hall  
Attention: Stacie/ put your name here  
Baton Rouge, La 70803

\*\*\*Mrs. Oliver will email you when your order arrives. Her email is soliver@lsu.edu.

**If you need reimbursement, documents/receipts must be turned in within 10 days of purchase.**  
**DO NOT WAIT UNTIL THE END OF THE SEMESTER TO BRING RECEIPTS, YOU WILL NOT BE REIMBURSED.**

I have read and understand the procedures for purchasing in EE 4810/4820. If I do not follow the procedures, I understand that I will not be reimbursed for any out of pocket expenses associated with my EE 4810/4820 project.



STUDENT SIGNATURE

89-486-1797

LSU ID #

5/1/2020

DATE