

Senior Design/Capstone

Before:

1. Print Parts List

- Condensed to 1 page
- All quantities and prices must be clear
- Keep running total of budget, remaining budget prior to order, cost of order, and after budget.**

2. Save the Approval Email from your professor or TA.

During:

3. You will send your request to the business office (see email below) with the approval and then the department will pay for the purchase.

4. 3+ member teams have a \$400 budget and 1+ member teams a \$200 budget

5. PRINT receipts/invoices or email if necessary.

***NO SALES TAX** can be paid

*ORDER EARLY (vendors RUN OUT)

*No returns

orders to be sent to: ECEN Business Office
<ecen_businessoffice@ece.tamu.edu>