

Ordering procedures for Independent Work/Senior Thesis:

NUMBER ONE RULE !!!!!

**RECEIPTS are required for EVERY SINGLE PURCHASE
NO MATTER HOW SMALL. This is UNIVERSITY
POLICY. Groups: Consolidate your orders!**

To order:

**COMPLETE AND SUBMIT A SIGNED AUTHORIZATION FOR FUNDS
FORM FOR ANY PURCHASE OVER \$50.** Any item to be ordered with a
purchase price **over \$50** must have the **approval** your IW or Sr. Thesis advisor -
OR- Prof. Martinelli.

Forms are available in the Independent Work Box by your mailboxes –or- see Jo
Ann (D230) for the forms.

You will place your own order for Independent Work or Senior Thesis projects via
one of the following methods below. (Remember to mention we are TAX
EXEMPT) Tax Exempt No. is E-210-634-501/000:

▪ **Using the Department Credit Card**

- Bring your Authorization for Funds to Jo Ann if order is over \$50
- See Jo Ann (D230) for department credit card numbers and other relevant
information when ordering by dept. credit card.
- There is a maximum limit of \$2,500 per order. Anything over \$2,500
will be declined.
- Call and place your order directly with the vendor or order on-line.
- Send email to: JOLOVE@princeton.edu attaching your on-line
invoice/confirmation. –OR- submit hard copy invoice. *Failure to supply
receipts will cause your ordering privilege to be revoked.*
- When item is received, submit packing slip and/or invoice to Jo Ann in
D230.

- **Although you may, we do not recommend using a personal check, cash, or
credit card.** NOTE: We will submit your receipts for reimbursement however
the University will automatically take taxes out of your reimbursement and you
will not be reimbursed in full. Bring receipts to Jo Ann.
- **University Purchase Order:** See Debbie Brown in D209
- If you need the assistance of Glenn Northey to order you must be sure to use Jo
Ann's credit card only.

Shipping Information: *Have your item(s) shipped to:*

YOURSELF

Princeton University

Dept. of Mechanical and Aerospace Engineering

D212, Engineering Quad

Olden Street

Princeton, NJ 08544

Credit Card Information:

There is one credit card dedicated for independent work.

VISA Card (BOA-Bank of America)

Jo Ann Kropilak-Love

Princeton University

4715 2900 1311 0601

Code: 019

Expires: 02/14

Address on Card:

Jo Ann Kropilak-Love

Princeton University

D 230 E-Quad

Princeton, NJ 08544

Shipping Information: *Have your item(s) shipped to:*

YOURSELF

Princeton University

Dept. of Mechanical and Aerospace Engineering

D212, Engineering Quad

Olden Street

Princeton, NJ 08544

These items will be delivered directly to the MAE mailroom right across from your mailboxes. Check the mail room on the date you are expecting your shipment to arrive. Express or overnight shipping is NOT ALLOWED. Use standard shipping only. PLAN AHEAD and consolidate your orders.

Whenever you use the credit card YOU MUST:

*****Send Email to: jolove@princeton.edu**

IF YOU ORDERED ON-LINE:

Attach the on-line invoice/confirmation

Bring the hard copy packing slip/invoice to Jo Ann when item received.

IF YOU ORDERED BY PHONE:

Include the following information IN YOUR EMAIL TO JO ANN:

Vendor, Item(s) Purchased, Cost of Item(s), Date Purchased.

Bring the hard copy packing slip/invoice to Jo Ann when item received.

If you return an item, notify jolove@princeton.edu with all the details so that the appropriate adjustment can be made.

DO NOT establish a PAYPAL account using Jo Ann's credit card
Purchases on EBay are NOT allowed

Thanks for following the rules to continue the privilege of using the credit card.