

CG1112: Engineering Principle and Practice II

Guideline and Procedure for Using Team Budget

What to buy?

1. The key rules for purchasing additional components are:
 - a. **You cannot change the "brain" of Vincent**, i.e. you must use (and only use) the given Raspberry Pi 3 and Arduino Uno for computation power.
 - b. Vincent must remain a wheeled robot and utilizes Lidar for sensing the environment. The final evaluation arena will be designed with the standard chassis in mind.

Other than the above exclusions, you are allowed to buy "anything" for Vincent. Of course, if you are unsure for certain items, it is best to check with your session instructors.

2. Example items that you can buy: Sensors, breadboard, wires, support structures for the chassis, etc.
3. Example items that you **cannot** buy: Another Arduino / Pi, additional microcontrollers.

Procedure to submit claim

Please follow the following guideline **exactly**, otherwise your claim may be rejected by the Finance department.

1. **Paste all bills and receipts on A4 size papers.** An example for receipts arrangement is provided. Do **not staple** the bills / receipts. Label each bill/receipt with a running index number starting from 1.
2. **There can be only one claimant C for each team.**
 - a. If there are receipts addressed to student X other than the claimant C, then student X need to email Uncle Soo (sooyi@comp.nus.edu.sg) to state that "I, XXXX, have received SGDXXX from C."

- b. This allows C to claim for the group. C should arrange a way to repay the group members accordingly.
 - c. [Duh!] This means that it is a LOT less painful if your team just designates one team member to make all the purchases.
- 3. Fill in both the RfP (Request for Payment) and the List of Expenses excel file.
 - a. The index number of the bill/receipt should be used as the index number in the excel file accordingly.
- 4. Once you are done with the final demo, proceed to the DSA lab and ask the lab officer to verify your purchases. The lab officer will pass the verified forms to us.