The Purchase Order Request Form filename should have the format "PURCHREQ\_<YearMonthDay>\_<Student last name>\_MEAM510\_<Supplier>\_<Informative suffix>". For example, "PURCHREQ\_20201012\_Smith\_MEAM510\_Amazon\_Hydraulics".

Subject: URGENT\* PEFS-POF PURCHREQ\_20201012\_Smith\_MEAM510\_Amazon\_Hydraulics

Dear Prof. Yim,

Would you approve the attached purchase request from me for McMaster and forward the request to Purchasing?

We are requesting home delivery. Due to Covid classes are online and projects are being completed off campus.

|  |  |
| --- | --- |
| Total purchase request amount | $6.27 |
| Remaining PEFS budget after proposed purchase | $51.23 |

Thank you,

Sheil Sarda

PH: (610) 203-3275

28 East Levering Mill Road

Bala Cynwyd, PA 19004

Supplier: Adafruit  
Link: https://www.adafruit.com/product/4639  
Model no: 4639  
Description: N20 DC Motor with Magnetic Encoder - 6V with 1:100 Gear Ratio

Quant: 1  
Cost: $12.50  
Shipping: Fastest shipping method for which additional shipping costs are not incurred