Department of Electrical and Computer Engineering

ECE PART IV STUDENT RESEARCH PROJECT

Purchasing Policy & Procedures

This document outlines the purchasing policy for Part IV Research Projects, and the procedures that students must follow if they wish to purchase items required for their projects.

1. Project Allocations

Each project has a maximum fund allocation of $250. This is to cover the cost of consumables related to projects which use hardware, and any outstanding balances remaining at the conclusion of the project activity are **not** refundable. In exceptional circumstances, the Part IV Project Coordinator(s) may approve expenditure beyond the $250 limit. Such exceptions will be considered on a case–by–case basis, and must be negotiated by the Supervisor of the project group.

2. Purpose of the Project Allocation

The Project Allocation is intended to fund expenditure on consumable items (i.e. items that will be 'consumed' by the project and not (generally) reused) as required by Project Groups. For the purposes of Part IV Project, consumables include items such as electrical and electronic components, and materials used by the Faculty of Engineering Workshop. Please note that the Project Allocation does not cover items such as stationery items or materials for the Exhibition Day poster.

3. Consumable Sourcing

If you require consumable hardware items for your project, you will need to identify an appropriate supplier. It is in the interests of all project groups to thoroughly investigate the likely options in order to minimise costs and delays.

Generally, the first place to check is the ECE Component Store (a list of standard stock items can be found at http://share.engineering.auckland.ac.nz/ece/ts/Lists/Stock%20Inventory/Student.aspx). If the store does not stock the items you require, the next step is to check the catalogues of the University standard suppliers – Farnell, RS Components, Jaycar, Digikey and Mouser. In the majority of cases these suppliers will be able to provide the required componentry. Groups should only consider other suppliers if those above are unable to provide either what is required, or a or a viable alternative.

4. Faculty of Engineering Workshop

A number of projects will require the mechanical engineering services provided by the Faculty of Engineering Workshop. As mentioned in Section 2, project allocations can also be used to fund the materials used by the Workshop. However, before approaching the workshop, project groups must fill in a job sheet and get approval (in principle) from their supervisor for any work that is to be undertaken. After approval, groups should approach the allocated technician and obtain a quote. Once the quote has been received, the job sheet will need to go through the technical services manager for approval.

5. Purchasing Procedure

All project groups are expected to adhere to the following procedure when purchasing. Please note that failing to follow these steps may result in delays.

1. Identify what you need and discuss options with your supervisor and/or allocated technician

2. There are two options for project students to obtain electronic components

- Electronic components available from the store
  - Any components obtained from the stocks of components available in the store will not be included in the project budget
- Electronic components not available in the store
  - Students are required to fill in a Purchase Order Form. The form can be downloaded from the project website and needs to be approved by the supervisor
  - The completed form then needs to be emailed to your lab technician with a copy to the supervisor.
  - Supervisor has to approve the purchase order by replying to this email
  - Students will be notified by the Store when the components arrive
  - Students should not purchase goods with their credit cards, or their cash, because there is no mechanism for the ECE Department to reimburse them
  - Some suppliers charge a shipping fee if the order amount is below a certain value. If there are any shipping charges this will be paid from your allocation.

6. Delivery Times

The delivery time of components is very dependent on their source. In general, the following guidelines are indicative:

- For items that are in stock in the Department Store – immediate supply
- For items from the standard suppliers which are in stock – typically 1-2 weeks
- For items from the standard suppliers which are not in stock – depends on backorder date
- For items sourced from elsewhere – this is supplier dependent

7. Documentation

All project groups are expected to document details of any expenditure incurred using the above procedures during the project activity.

8. Further Information

If groups require further information concerning Purchasing Policy and Procedures they should contact the ECE Department Manager or the ECE Technical Manager.