

2.75 - 6.525 Fall 2013 – Purchasing Instructions

- Each team has a budget of up to \$4K. (We have budgeted internally for MIT overhead.)
- The course staff is here to help you, particularly during weekly meetings. We maintain contacts with many friendly vendors and are happy to introduce you!
- It is requested that each team select a financial manager who will track expenses on the Wiki, maintain a running total and be responsible for ensuring that receipts are turned in.

Purchase	Vendor	Invoice #	Total w/S&H	Payment Method	Brief Description / Notes
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- Purchasing is coordinated by Deborah Alibrandi in 3-438, deborah@mit.edu. She is available by email and M-F from 9 -1 to assist you in person.
- All MIT purchases are tax free and *tax cannot be reimbursed*. The tax free number is printed on the *purchase card* and the [letter](#) & [form](#) can be downloaded from MIT Procurement's [website](#). (Bring these with you if you go shopping and a few vendors may require you to e-mail a copy.)
- For audit purposes, MIT requires that all purchases create a paper trail. Regardless of purchase method, please submit an *invoice/receipt showing the full total* including shipping and handling (you may have to bug the vendor for this later) and the *packing slip* to Deborah.
- If a vendor starts hassling you regarding *minimum purchases* or accepting tax free documentation *do not do business with them*; they will continue to annoy you.

There are four main ways to purchase for 2.75:

1. Class Purchase Card

- a. This is kept in a box in 3-470 along with a log that must be filled in. It can be used for virtually anything, within reason, with any vendor who accepts credit cards.
- b. Billing address: MIT PERG 3-470, 77 Mass. Ave., Cambridge, MA 02139
- c. Invoices / receipts showing full charges, including shipping, must be placed in the box.

2. Reimbursement – If you go shopping in person

- a. Complete the reimbursement form at the end of this document.
- b. Submit this along with complete receipts, preferably as a single pdf scan, to Deborah and you will be reimbursed via direct deposit (if set up) or mailed a cheque.

3. McMaster - <http://www.mcmaster.com/>

- a. Build your order and under purchase order fill in “2.75 – team name”
- b. E-mail order (via “Forward” button) to deborah@mit.edu.
- c. Your order will ship in 3-470 for pickup and billing will be automatic

4. MIT eCAT - <http://web.mit.edu/ecat/>

- a. Many preferred vendors are listed here including: Grainger, DigiKey, Newark
- b. Select your parts and write down part numbers and any other pertinent information. Then e-mail or visit Deborah. Orders will be shipped to 3-470 for pickup.

5. Amazon

- a. Do not use your own accounts! – we have an Amazon prime account
- b. Build a “Wish List” and then “Share list” deborah@mit.edu.

Shipping

- Please ship all packages to **your MIT office or 3-470**.
Do not ship to a dorm or private residence – we have had packages vanish!
- For UPS there is often a 1 day delay between arrival @MIT receiving and delivery. FedEx delivers directly. No deliveries occur on weekends or Institute holidays.
- Delivery Address: Your Name, Phone & e-mail
MIT PERG 3-470
77 Massachusetts Ave. (for FedEx & USPS) / 32 Vassar St. (for UPS)
Cambridge, MA 02139
- Boxes can be collected after class or, if urgent, collected directly from 3-470.

2.75/2.750 Fall 2011, 2.753 Spring 2012 – Student Reimbursement Request

Bills to Account: PENDING

GL: 420226 for materials & services (most stuff for the class)

GL: 420232 for mechanical components fabrication (machining services)

Name & Date:		
MIT ID # & e-mail:		
Direct Deposit or Address:	[Indicate “direct deposit” if you are paid this way by MIT; otherwise MIT office or full local mailing address.]	
Signature:		

#	Item (brief note)	Date	Vendor	Total	Notes

Number receipts and tape, staple, etc. below and on attached sheets. If possible scan in one single pdf and send to deborah@mit.edu with an explanatory note. *Tax cannot be reimbursed*