

Purchasing Guidelines for Senior Design

1. First check if items are available from vendors on Shop@UW+
 - a. UW policy requires that we order from Shop@UW+ if possible. Advantages: discounted prices, usually next day & free shipping
2. There are vendors that we cannot purchase from. A full list of ineligible vendors can be found here: <https://businessservices.wisc.edu/purchasing/how-to-make-a-purchase/#VendorEligibility>
3. You cannot ship to a personal address—must be a University building.
 - a. All purchases should be delivered to the address provided by your instructor in the Mechanical Engineering Building
4. Plan ahead and combine orders as much as possible to save on shipping
5. Do not buy items with your own money—all purchasing must be done through the Mechanical Engineering Department
6. Please add your team name in the purchasing form when completing a purchase
7. Check with the course instructor to know what your budget is
8. Keep track of your spending
9. For Home Depot orders, the order will be for pick up rather than shipping. In the purchase request email, please list the pick up information, such as which location you would like to pick up the order & the name of the person picking up the order

If you have any questions regarding purchasing, please email us at the purchasing inbox:
purchasing@me.engr.wisc.edu

Orders are placed using the ME Purchasing Form:

<https://docs.google.com/forms/d/e/1FAIpQLSf8uGLwSZnUWtYcS6BzO5KI8rQfVJNU4BJyzdYOvxYdtGhrFA/viewform>

This form is found on the ME Intranet under Faculty and Staff Resources:

<https://intranet.engineering.wisc.edu/mechanical-engineering/faculty-and-staff-resources/>