Senior Design Student Purchasing Procedure

I. Purpose:
The purpose of this procedure is to clarify and standardize a procedure that students should follow for purchasing supplies for ME Senior Design classes, and to simplify the supporting administrative process while ensuring compliance with UW policies and procedures.

II. Policy:
All ME Senior Design teams will identify a primary purchasing student to make purchases for their team and a back-up purchasing student. Both individuals will attend a brief (20 minute) training provided by the ME Financial Specialist at the beginning of each semester. Both individuals will:

- Establish a budget with the course instructor and monitor costs of their purchases
- Complete ME training and UW Designated Procard User forms
- Follow UW policies and ask the ME Department Financial Specialist if they have questions.
- Go to Shop@UW to locate their items first and purchase them using an MDS account number assigned to the class each semester. (MDS delivery is typically next day).
- If items are not available through Shop@UW they may use the ME Department Procard, following the ME Department Procard Policy.

III. Procedure:
1. Each semester, the ME Department will establish a budget for each Senior Design Course and provide the instructor with the budget.
2. The instructor will allocate funding to the design teams in the class.
3. Teams will maintain a budget and track expenses.
4. ME Financial Specialist will create MDS accounts for each course each semester.
   i. Beginning and end dates of the MDS account will be same as semester.
   ii. Shipping information must be the ME building address. The student’s name, class # and team name will be edited by the student at checkout on Shop@UW.
5. Primary or back-up purchasing students will be identified for each team and contact the ME Financial Specialist for a short training session, and will complete the UW Designated Procard User form.
6. Primary and back-up purchasing students will go to Shop@UW, login with their MDS account number and locate the item that they need and complete a purchase online.
   i. Quick tutorials are available online.
7. If the item is not available on Shop@UW, the primary or back-up purchasing student can check out the ME Department Procard to make the purchase, following the ME Department Procard Policy.
8. Budgets and spending will be monitored by the course instructor and the teams, and tracked by the ME Financial Specialist.
9. All reimbursements for purchases out of pocket MUST be done before the end of the semester.
10. Final spending will be reviewed by the Department Administrator each semester.
11. The Financial Specialist will change MDS account passwords at the end of each semester and create new MDS accounts if additional sections are added to the course.