Ordering Parts

To purchase parts for senior design:

1. Start by ensuring that the part is in stock.
2. Decide how fast you want it shipped (faster costs you more)
3. You need to go to COVELL 201 and ask to speak with Gillian Yu. If she is not available, you will need to come back at another time. If you would like to setup an appointment, you can contact her via email at the address below

   Gillian.Yu@oregonstate.edu

4. You will fill out the order, and then when it comes time for using the credit card, they will enter the school information.
5. The money will be deducted from your group’s budget.

In an emergency, or in the case that the item you need to purchase cannot be purchased this way, you can pay for it yourself and be reimbursed.

1. Pay for the item in any way you need to. You need to get a receipt. No receipt, no money back.
2. If the receipt is smaller than 8.5 x 11” tape it to a 8.5 x 11” sheet of paper.
3. On the sheet, write your group number, student ID number, email address, and your name.
4. Turn this sheet into Derek.
5. Watch your email and follow the instructions they give.