CEIAS CAPSTONE PURCHASE REQUEST FORM

Department: CECMEE ☐ CS ☐ EE ☐ ME ☒ SICCS ☐ **Request Date:** 10/25/2021

Course Section: ME486C-02

Capstone Instructor: Dr. David Willy Authorization: _____ Date: _____

Team Name: ASME HPV Spring Kid Bike Team#: 21SPR6

Budget Liaison: Preston Berchtold Funding Source: 2660381F25

Email: pkb35@nau.edu CP06

Phone#: ([redacted]9

Brief Description of Project: Child Size HPV for touring to other schools

Is this a reimbursement? Yes ☐ No ☒

If Yes… Purchaser's Name: _____ NAU ID# _____

Email Address: _____ Phone#: _____

- A NAU Vendor Authorization form must be completed, signed and returned to NAU-FINAdmin@nau.edu or your reimbursement will ***not*** be processed.
- Attach a scanned copy of your itemized receipt, that includes each of the below listed items, to establish proof of purchase.

PARTS & SUPPLY REQUEST

Please provide a detailed description for each request item and include weblink whenever possible.

Vendor Name	Description of Item	Item or Catalog #	Size/Color	Quantity	Discount Code	Total Cost (including tax & shipping)
HomCo	lywood, 3/4 In X 2 Ft X 4 Ft - Doug	1/product/w	2'x4'	1		19.40
Amazon	3/4" Lenox Tools - 3001212L	)1O/ref=ox_	white	1		9.82

Preferred Shipping Options **By default, all purchases will be shipped to the Engineering Building (Bld.#69), please specify another NAU building as needed, or request an alternate address with justification.*

Method: Standard (3-10 day) ☒ Cheapest ☐ Other: Pickup

Delivery Location: Engineering (Bld.#69) ☒ SICCS (Bld.#90) ☐ Other (Bld.#) _____

Other Non-NAU Address: _____

Other Address Justification: Shipping Plywood is expensive due to its bulk and weight. Therefore, th has elected to pickup the product in efforts to reduce shipping costs.

For questions, please contact the Service Team at NAU-FINAdmin@nau.edu or 928-523-7782 during regular NAU business hours.