

SEAS UNDERGRADUATE STUDENT ORGANIZATIONS: ORDERING INSTRUCTIONS & PROCEDURES

These are guidelines to order materials for your organization. Please contact Cynthia Conforte at cynthia.conforte@yale.edu or Isabella Quagliato at isabella.quagliato@yale.edu with any questions you may have.

Please be sure to follow every guideline listed as applicable to you/your organization:

ORDERING INSTRUCTIONS:

- Approval of your project budget is required before using any funds.
- Prior to getting started (purchasing/ordering) email Ms. Cindy Conforte to set up an appointment to review guidelines and procedures.
- All purchases funded by SEAS must be done through the Business Office via Ms. Conforte.
- Packing slips for all received orders need to be hand delivered to Ms. Conforte's desk. Indicate the team name on the packing slip and leave it in the tray under her monitor. This must be done prior to leaving the Dean's office with your items.
- Your organization **must** maintain a budget (designate a team treasurer) and that budget must be periodically reconciled with Ms. Conforte.
- It is suggested that **one** person on the team be designated to collect all the orders from the team members and compose a spreadsheet* and email it to Ms. Conforte. You may have several orders from different suppliers in the same spreadsheet, but please keep it all in one single spreadsheet and only one spreadsheet per day. – No several emails with rush orders unless is an emergency.
- Out-of-pocket purchases are **strongly discouraged** and reimbursement is **not** guaranteed if the funds are not available at the time you submit your request. Please email Ms. Conforte as soon as you can regarding any possible emergency purchases.
- Ms. Conforte can help with travel purchases deals and discounts. Please email her for more information.

* Sample Spreadsheet:

Team name:							
Date :							
Contact email:							
Product	*Description + Purpose of order	Quantity	Price per Unit	Method of shipping	Estimated Cost of Shipping	Total Price	LINK to the item
Trifold poster boards	Poster board for BDD EC bazaar display	1	12.98	Normal Shipping	9.00	21.98	http://www.amazon.com/Pacon-37654-Spotlight-Corrugated-Presentation/dp/B001F677FA/ref=sr_1_1?ie=UTF8&qid=1365450004&sr=8-1&keywords=trifold+poster+board
Arduino Uno USB Microcontroller Rev 3	Provide Materials for project teams to create more advanced prototypes and final products	10	26.95	Over night	35.00	304.50	http://www.robotshop.com/arduino-uno-usb-microcontroller-rev-3-2.html