



499 Design Project II

Parts Reimbursement Policy

I. Reimbursement Eligibility

Each project group is subsidized a maximum of \$120 for the purchase of parts used in the design project. Parts to be reimbursed must be approved by the group supervisor, or the 499 course instructor if necessary. Posters and promotional material are not eligible for reimbursement. The department reserves the right to retain parts paid for by the department.

II. Parts Ordering Procedure

- 1) Students submit the list of parts via email to their supervisor for approval.
- 2) Include part number, quantity, cost, and total cost in Canadian dollars.
- 3) Ensure availability of stock with minimum quantity of 1.
- 4) Search parts from Digikey.com, Mouser.com, or Newark.ca if possible.
- 5) Once parts list is approved, supervisor forwards the list to the ECE technicians for ordering.
- 6) Parts will not be purchased if the technicians already have the parts on hand.
- 7) The technicians may suggest alternate parts.
- 8) The technicians notify the students when the parts arrive.
- 9) All parts may be kept by the students unless informed otherwise by the technicians. Students will be so notified before the parts are ordered so that students may choose to purchase these parts on their own.
- 10) Where it is not practical for the parts to be ordered by the technicians, students are to purchase such parts on their own. Original receipts must be kept in order to receive reimbursement.
- 11) Students are responsible for any applicable custom brokerage/duties on parts they ordered on their own.
- 12) Original receipts are to be submitted to the 499 course instructor or as directed.
- 13) Any parts not authorized will not be reimbursed.