Material Request Form (One form per vendor)

(Use one form for Amazon, regardless if different vendors are being used within the Amazon order. Include URL and ASIN number that begins with a B.)

Office Use Only:

Ordered_____

Emailed_____

SIMBA Ref#_____

Today's date: **Did you use a contracted supplier?**

Sponsor Company Name:
(e.g. Boeing 1, PSU ARL 1, Shell 2)
Capstone Course:

Student Contact Information:
Name:

PSU Email:

Ph#:

Secondary Student Contact:
Name:

PSU Email:

Vendor Company Name:

Vendor Ph#
Vendor website address:

Instructor Name:
Instructor Email:

WILL YOU BE PICKING UP THIS ORDER from VENDOR (e.g. Lowes, Home Depot)?

Have you checked to make sure the items and quantities you need are in stock ?

Did you enter catalog # in column 1, a brief description in column 2, and include URLs at the bottom or in an email to Cindy?

NOTE: The Learning Factory **will not** place orders with GearBest, Ebay, Hobby King, Hobby Wing, Craigslist, or any vendors outside of the US or Candad. Ebay is permitted as long as it is a "buy now" and the supplier is in the US or Canada.

Catalog/ASIN/Item/Product# (do not put the URL in this column)	Brief Description of Items E.g. nails, pvc pipe, filament, arduino uno Put URL to items in DETAILS box at the bottom or in your email.	Qty	Unit Price	Line Total
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
			Sub Tot.	0
			S&H	
			Total	0

DETAILS: Provide additional instructions or URLs below or in the body of an email when sending the form to Cindy. E.g. if certain sizes, colors, dimensions need to be chosen during the ordering process. Be specific.

TO BE COMPLETED BY LF STAFF
# of packages received for this order:
Date and Initials of LF Staff who notified student package(s) arrived: _____

TO BE COMPLETED BY STUDENT WHEN PICKING UP PACKAGE(S)
Packages picked up by: _____ Date:_____
Did you put a check mark beside the items you received? _____
Did you receive all items in your order/Is order complete?_____
# of packages picked up: _____