

(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.)

Did you use a contracted supplier?

(e.g. Boeing 1, PSU ARL 1, Shell 2)

Student Contact Information:

PSU Email:

Secondary Student Contact:

PSU Email:

Ordered_

SIMBA Ref#

Vendor Ph#

Instructor Name:

**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.

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

	PAPER TO ITEMS IN DETAILS BOX AT THE BOTTOM OF MY ORDER			
			Sub Tot.	
			S&H	
			Total	

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.

of packages received for this order:

Date and Initials of LF Staff who notified student

Date and initials of LE staff who received student package(s) arrived: _____

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: _____