Instructions for Making Purchases and Requesting Reimbursement for Materials/Supplies Needed for Your Project

Teams are allotted $1000 for purchase of materials and supplies required for your project. Each team must designate one person to keep track of the team’s expenses.

This document provides URLs to the needed forms as well as information and instructions on how to (but not limited to):

1. purchase materials/supplies for your project
2. shipment location/address of purchases
3. picking up packages
4. request reimbursement for purchases
5. returning items to the supplier
6. utilizing the Learning Factory Shop machines/materials for your project

Purchases of Materials/Supplies - There are two ways to purchase materials and supplies.

1. Cindy Winkelblech can process and pay for the purchase following the instructions below or
2. Anyone on the team can process and pay for the purchase and then request reimbursement following the Reimbursement for Purchases instructions below.

Shipment of Purchases – There are two locations packages can be delivered: Your address or the Learning Factory (LF) shop. When shipping to the LF, you must use the address below. It is HIGHLY recommended that packages are sent to the LF since it is open and staffed Monday thru Friday, 8am to 10pm. This is a secure, camera monitored location and will always have someone available if a package requires a signature from the delivery service (UPS, FedEx, etc.) This will also deter packages being stolen since there is a camera in the shed where the packages will reside until picked up. PSU is not responsible for packages that are delivered to a residence.

Address for Shipping to the Learning Factory
Your Name
c/o “sponsor company” project
Penn State University
The Learning Factory
118 Engineering Services Building
University Park, PA 16802

Process for Purchases Made by Cindy Winkelblech - Before emailing your request to Cindy, make sure your items are in stock and the vendor is in operation. Some companies are out-of-stock and are back-ordered for weeks. When in doubt, call the company.

Material Request Form can be found on the Learning Factory (LF) website under the Student drop-down. https://www.lf.psu.edu/students/forms.aspx

1. Students complete a Material Request Form (MRF) for each vendor/supplier and email it to Cindy. NOTE: Amazon is considered one vendor/supplier and only one MRF should be submitted.
2. Once the order is processed, Cindy will forward two emails to the students listed on the MRF: the suppliers order confirmation and the shipment confirmation with tracking number.
3. If packages are being shipped to the Learning Factory, a final email will be sent to the students listed on the MRF when the packages have arrived and anyone on the team can pick up the packages. Refer to the Picking Up Packages instructions below.
4. If packages are shipped to a residence, students must email Cindy when all items have been received so she can close-out the order. PSU is not responsible for packages that are delivered to a residence.
Purchases Made by a Team Member

Students can place orders with a company and have the package delivered to their address or to The Learning Factory (LF). If choosing to ship to the LF, use the address listed above in the Shipment of Purchases section and follow these instructions:

1. After you place the order, forward the email confirmation you receive to Bill Genet (wlg10@psu.edu) and Rob McAllister (rgm14@psu.edu) so they know to expect the package(s).
2. Bill, Rob, or one of the LF student staff will email you when the package arrives and then anyone on the team can pick up the package following the Picking Up Packages from The Learning Factory instructions below.

Picking Up Packages from The Learning Factory (Engineering Services Building)

Packages can be picked up Monday thru Friday, 8am to 5pm. They will be placed in the gray shed with a blue roof which is located in the Red A Parking lot adjacent to Engineering Services Building. Anyone on the team can pick up the package(s).

1. When package(s) have arrived, a Learning Factory staff member will email the students listed on the Material Request Form (MRF) or reply to your email if you placed the order yourself.
2. Whomever is picking up the package(s)
   a. Enter the shed using the side door.
   b. Your package(s) will be on a shelf marked with the last name of the person who placed the order.
   c. Initial AND date the Received By form taped to the package(s) and place this form in the Packages Received box located in the shed.
   d. Double check your order to make sure everything is included and notify Cindy if the order is incomplete.

*****KEEP THE PACKAGING IN CASE ANYTHING NEEDS TO BE RETURNED*****

Reimbursement for Purchases - Please wait to submit reimbursement requests until the end of each month OR after you have reached $100+ in purchases, whichever comes first. Contact Cindy if you have concerns with this timeframe.

1. Complete a Request for Reimbursement (RFR) Google Doc form https://forms.gle/7LdbLxSXkBZwqbMw9 and a Non-Employee Information (NEI) form if applicable (see details below*) when submitting receipts for reimbursement.
2. Upload the receipts and NEI form (if applicable) as one file at the time you submit the RFR form. A maximum of 10 receipts can be submitted with each RFR. If you have more than 10, you will have to submit additional RFR forms and attach the corresponding receipts.

The RFR and NEI form (if applicable) will need to be submitted EACH TIME you request reimbursement. The same NEI form can be used, therefore, keep a copy on your computer.

How will you receive your reimbursement?
- EMPLOYEES OF PSU – via a deposit into the bank account you have set up with PSU.
- NON-EMPLOYEES OF PSU – via a check mailed USPS to the address specified on the RFR and NEI forms. The same address must be used on both forms. Do not discard any original receipts until you have received your reimbursement AND after the semester is over.

Returning Items – Cindy will return items to suppliers for orders that she processed but students must research via the supplier’s website the process that needs to be followed. Students are responsible for returning items for orders they processed and may request reimbursement for the shipping. Receipts must be submitted for reimbursement.

The Learning Factory (LF) Shop Charges - Incurring expenses in the Learning Factory is handled differently than any other purchase/expense. There will be a charge when you use certain equipment and materials in the LF. The charges will be entered into the LF billing system by the staff and will be deducted from your budget at the end of the semester.
Tell the LF staff you are working on a capstone project and provide them with the name of your project and sponsor company. They will find it in the billing system and charge your team accordingly. You will be given a quote for your budget person.

Lowes and Home Depot Orders - You can buy items yourself or Cindy can place online or over-the-phone orders and someone from the team can personally go and pick up the order. You must indicate this preference in the Comments section of the Materials Request Form. Include the name and cell # of the person who will be picking up the order so they receive the notification when the order is ready for pick-up. Most times it is easier for you to go to the store and make your purchase. **PLEASE USE LOWES BEFORE USING HOME DEPOT.**

3D Printed Parts, RIMS Accounts, & Engineering Services Shop - Talk to Cindy first. She will need to give you budget/fund information for RIMS and Eng. Shop Services.

Software - University Policy states that software purchases must get prior approval, therefore, all software purchases must be requested through and made by Cindy. Send an email and include the exact use/need for the software and a URL link to the software. Please allow time for the approval. **Software cannot be loaded onto personal computers.**

File Sharing Websites - Monthly subscriptions to file sharing websites are not considered software, therefore, students can purchase this on their own as long as MONTHLY subscriptions are available (versus 1 year subscription). You can submit receipts for reimbursement once a month or at the end of the semester. Talk to Cindy first.

Subcontractors - Payment to vendors who are providing a **SERVICE**
Only Penn State can pay a subcontractor/vendor for providing a SERVICE (e.g. sewing, welding, painting). This is different than purchasing an item. **Students cannot pay for services, regardless of the amount.** Get an invoice from the subcontractor/vendor and give to Cindy to process.

**What is required on the invoice?** Date, vendor name, address, phone number, contact person, tax exemption number if applicable, social security number if applicable, detailed description of the work performed, hourly rate if applicable, total amount due, and who to make the payment “payable to” if requiring a check.

Non-Refundable Expenses (BUT NOT LIMITED TO):
- Food and beverages.
- Purchases made in the last two weeks of classes that were not preapproved and were not required to complete the project.
- Any type of travel expenses. Travel is not permitted.
- **All** clothing or boots/shoes.
- Give-a-ways, trinkets, gift cards, etc. for focus groups or any other recipient.

*Non-Employee Information (NEI) Form* - If you are not an employee of PSU, you must complete an NEI form. Depending on what status you choose in Section II, you may be required to provide additional documentation. PSU employees do not complete the NEI form. The same NEI form can be used for each reimbursement so keep it saved on your computer. [https://www.lf.psu.edu/students/forms.aspx](https://www.lf.psu.edu/students/forms.aspx)