

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

This document provides URLs to the needed forms <https://www.lf.psu.edu/students/forms.aspx> as well as information and instructions on how to (but not limited to):

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| 1. team budget | |
| 2. PSU contracted suppliers https://purchasing.psu.edu/products-services | |
| 3. popular vendor list https://www.lf.psu.edu/students/forms.aspx | |
| 4. process to purchase materials/supplies for your project to include software | Cindy Winkelblech |
| 5. shipment and pick-up instructions and location of purchases/packages | 814-863-6380 |
| 6. request reimbursement for purchases | 314C Leonhard Bldg. |
| 7. returning items to the supplier | |
| 8. utilizing the Learning Factory Shop machines/materials for your project | Learning Factory Shop |
| 9. focus groups | Engineering Serv. Bldg. |
| 10. site visits to sponsors (travel arrangements and reimbursement process) | 814-867-5335 |
| 11. list of non-reimbursable or unallowable purchases | Supervisor: Steven White |

Team Budget: Teams are allotted \$1000 for purchase of materials and supplies **required** for your project **THIS SEMESTER**. It can also be used for site visits to your sponsor. Each team must designate a budget person to keep track of the team's expenses. The budget person cannot submit reimbursement requests on behalf of a teammate. **Anyone on the team who completed the Onboarding requirement can make purchases and request reimbursement.**

PSU Contracted Suppliers and Popular Vendor List

- **PSU has many contracted suppliers** <https://purchasing.psu.edu/products-services> **you must use before purchasing from other suppliers, including Amazon. If these suppliers have what you need, you must use them and go through Cindy for the purchase.** These suppliers provide reduced pricing, waived or reduced shipping costs, and do not charge tax. Failing to use Cindy for your purchases will result in receiving partial reimbursement (students will not be reimbursed for taxes and shipping for purchases they make on their from ANY supplier).
- Vendor List – Check out this URL <https://www.lf.psu.edu/students/forms.aspx> for a list of popular vendors and [PSU contracted suppliers](#).

Lowes and Home Depot Orders - Cindy can place online or over-the-phone orders and someone from the team can personally go and pick up the order. Include the name and cell # of the person who will be picking up the order.

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

1. PSU prefers that purchases are made by Cindy with her purchasing card and with [contracted suppliers](#).
2. Anyone on the team who is in the United States can process and pay for purchases. **STUDENTS WILL NOT BE REIMBURSED FOR TAXES AND SHIPPING ON PURCHASES THEY MAKE THEMSELVES.**

IMPORTANT! IMPORTANT! IMPORTANT!

- Teams cannot purchase items in the last two weeks of classes that are not **REQUIRED** for completion of the project **THIS SEMESTER**. Last minute requests must go through the Learning Factory staff and may or may not be approved.
- Sponsors may ask you to buy 'extra' materials/supplies to 'use up the budget.' This is **NOT PERMITTED** and the purchase/reimbursement request will be denied.
- Sponsors and instructors cannot give approval for last minute purchases, however, they may be consulted by the Learning Factory staff, if needed.
- Items purchased by the LF staff, or something you purchased and received reimbursement for, are the property of PSU. For example, if a cell phone or even as simple as an extension cord not permanently attached to a prototype is purchased, they must be returned to the LF staff at the conclusion of the semester. They do not

belong to anyone on the team and they do not belong to the sponsor. **Items should not be purchased for simply using it as an example. If it isn't required for the project, don't buy it.**

- **Prototypes and certain materials** - Prototypes become the property of the sponsors, subject to limitations outlined in [PSU Policy BS07 Authority and Procurement](#). Any materials that are purchased by PSU or you have purchased and received reimbursement from PSU become the property of PSU. There may be items that can be given to the sponsor.

Process for Purchases Made by Cindy Winkelblech – Cindy **will not** place orders with GearBest, Hobby King, Hobby Wing, Craigslist, or any vendors outside of the US and Canada even if the warehouse is in the US. Ebay is acceptable if it is a 'buy now' and the supplier is in the US or Canada. 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. Again, refer to the [contracted supplier list](#) first to try and find your items.
<https://purchasing.psu.edu/products-services>

1. Students complete a Material Request Form (MRF) for each vendor/supplier and email it to Cindy. The MRF is on the Learning Factory (LF) website under the Student drop-down. <https://www.lf.psu.edu/students/forms.aspx>
2. She will place the order using standard shipping unless specified and all orders placed by her will only be shipped to the Learning Factory.
 - a. **Amazon Order** – Amazon should be used as a last resort....ALWAYS USE CONTRACTED SUPPLIERS FIRST. However, when using Amazon, it is considered one vendor/supplier and only one MRF should be submitted even if there are multiple items on your order from different Amazon suppliers. **When using Amazon, you can put together a cart and email the URL to the cart to Cindy along with the MRF that includes each item. This will enable her to simply click on the URL, add everything to her cart under her Amazon Business Account (Prime), and submit the order. This will also ensure she's ordering exactly what you want.**
3. Cindy will forward two emails to the students listed on the MRF: the suppliers order confirmation so you know the order has been placed and the shipment confirmation with tracking number once she receives it.
4. A final email will be sent from a staff member of the LF to the students listed on the MRF when packages have arrived. Anyone on the team can pick up the packages. To check on a package, call the LF at 814-863-6337.

Purchases Made by a Team Member (will not receive reimbursement for taxes and shipping so always best to purchase through Cindy) **PSU prefers that purchases that total more than \$50 are NOT made by students and should be made by Cindy with her purchasing card.** Students can purchase from wherever they want online or in person. Always go through Cindy if your supplier is one of the PSU contracted suppliers to get the discounts and tax exemption/shipping privileges. (PSU tends to question why you purchased on your own from a contracted supplier.)

Students located in the United States can place orders with a company and have the package delivered to their address or to The Learning Factory (LF).

1. If choosing to ship to the LF, use the address listed below in the *Address to Ship Purchases* section and follow these instructions:
 - a. After you place the order, forward the email confirmation you receive to Steven White (srw227@psu.edu) so he and his staff know to expect the package(s).
 - b. Steven or one of the LF staff will email you when the package arrives.

Address to Ship Purchases – Purchases will be shipped to the LF at the address below. Students who make purchases on their own may also have packages shipped to the LF by following the instructions in the *Purchase Made by a Team Member* section above. The LF is open 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.)

Address for Shipping to the Learning Factory (If needed, telephone number is 814-867-5335)

Your Name

118 Engineering Services Building

Penn State - The Learning Factory

University Park, PA 16802

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

Packages can be picked up Monday thru Friday, 8am to 10pm. 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 LF staff member will email the students listed on the MRF or reply to your email if you placed the order yourself.
2. Whomever is picking up the package(s) will enter the shed using the side door and your package(s) will be on a shelf marked with the last name of the person who is listed on the MRF. Double check your order to make sure everything is included and notify Cindy if the order is incomplete. Do not leave without signing for the packages.

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

Reimbursement for Purchases – Each student must request their own reimbursement. Please wait to submit reimbursement requests until the end of each month OR after you have reached \$100+ in purchases, whichever comes first. The goal is to avoid numerous, small reimbursements to the same person, especially within a few days/weeks of one another. Contact Cindy if you have concerns with this timeframe.

ALL RECEIPTS MUST SHOW THE SUPPLIER NAME, DATE OF PURCHASE, AND A DESCRIPTION OF ITEMS PURCHASED

1. Wait to request reimbursement until you receive notification that your items have shipped and your receipt shows 'shipped' (most particularly Amazon). While you will not be reimbursed for the shipping and tax, PSU requires the receipt that shows this status. It is understood that not all receipts will show 'shipped' but Amazon definitely provides one that shows "shipped." You can retrieve this from your Amazon account by pulling up the order and clicking on the *Printable Order Summary* and saving it as a .pdf.
2. Complete a *Request for Reimbursement* (RFR) Google Doc form <https://forms.gle/7LdbLxSXk8ZwqbMw9> and a Non-Employee Information (NEI) form if applicable (see details below*) when submitting receipts for reimbursement.
3. Upload the receipts and NEI form (if applicable) as one .pdf file at the time you submit the RFR form. If you are unable to include your NEI form with the receipts, upload it separately but keep all receipts together in one .pdf. 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.

Both 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.**

***Non-Employee Information (NEI) Form** – Non-employees or non-US citizens must complete an NEI form when requesting reimbursement. Depending on what status you choose in Section II, you may be required to provide additional documentation (e.g. I94). If you choose US Citizen in Section II, do not complete any other sections beyond that point other than sign and date the bottom. <https://www.lf.psu.edu/students/forms.aspx>

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.

3D Printed Parts, LEO Accounts, & Engineering Shop Services – Cindy will need to give you account information if you are using on-campus services that request an account to be charged. This does NOT include the Learning Factory (see next section).

The Learning Factory (LF) Shop Charges - Incurring expenses in the Learning Factory is handled differently than any other purchase/expense. You do not pay for anything out-of-pocket. You do not have a cost center or internal order number if asked. Simply tell the LF staff you are working on a capstone project and provide them with the name of your project and sponsor company. 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. They will find it in the billing system and charge your team accordingly. They should be able to give you a quote for your budget person, if needed.

Software/License - <https://purchasing.psu.edu/software> This is a very sensitive purchase so read carefully and entirely. You must work very closely with your instructor.

- **Software Purchase/Reimbursement** - Since software providers will most likely require the user to agree to terms, Cindy will not agree to the terms on behalf of someone else, therefore, students or faculty will make the purchase and then request reimbursement. If a faculty member is making a PSU software/license purchase on behalf of the team, Cindy will provide the instructor with the internal order (budget) number to be charged.
- **Software Offered Through PSU/PSU Labs** - Discuss your needs with your instructor and always check PSUs software store and/or computer labs to see if they offer the needed software or something comparable.
- **Non-PSU Software** - University Policy states that non-PSU offered software must get prior approval whether there is a cost, no cost, or even a free trial. As an undergrad student, **your instructor** must submit a Software Request Form on your behalf to the University to maintain legal and university compliance. Using the information below, click on the Software Request Form Checklist and be prepared to provide this information to your instructor. **It is highly suggested that you sit together with your instructor when completing the actual Software Request Form in the event your instructor has questions for you.**
- **Note to instructors:** 1) If multiple teams are using the same software, you only need to submit this request once. 2) Answering the "Courseware" question.....You will indicate that this IS Courseware if you are using it in your class. If it is something that one team or one team member is using on their personal computer, you will choose "no" for Courseware <https://sites.psu.edu/coursewarepsu/> 3) Be very careful how you answer the Open Source question as this will route differently when submitted. If applicable, most suppliers will list Open Source on the main face of their website so check their first. <https://opensource.com/resources/what-open-source>
- **How to Route a Software Agreement for Review** - Complete the [Software Request Form](#) to determine how the associated Software Agreement (electronic or hard signature) must be processed. If you have not completed this form before, please review the [Software Request Form Checklist](#) for a general overview of the information that will be requested.

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/suppliers 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. **Ask the supplier if they accept credit card payments. If they will not accept credit card payments, they must be registered in PSUs system in order to receive a check or wire transfer. Cindy can check if they are in PSUs system and assist with the registration process.** You will get an invoice with the following information from the subcontractor/vendor and give to Cindy to process: Date, vendor name, address, phone number, contact person, tax exemption # if applicable, social security # if applicable, detailed description of the work performed, hourly rate if applicable, total amount due, and who to make the payment "payable to."

You cannot 'hire' a friend/family member/PSU student/faculty to do work for you unless they have their own business registered under their social security number or Tax Identification number or are in another department and the department is being paid.

Focus Groups - If your project requires you to use a focus group, please contact Cindy to discuss the process. You may use food as an incentive such as prepackaged donuts or cookies, bottled water, etc. No non-food items are permitted to be purchased as incentives (e.g. gift cards). A list of participants and their email address must be obtained at the time of the focus group event and a faculty member must be present at the event.

Non-Refundable Expenses (BUT NOT LIMITED TO):

- Food/meals for sponsor or team meetings.
- Purchases made in the last two weeks of classes that were not preapproved and were not required to complete the project.
- Meals while on travel unless you meet the criteria listed in the Site Visits to Sponsor section.
- Taxi, Uber, personal mileage in the State College area UNLESS you are visiting your sponsor who is located in State College.
- On-campus parking.
- **All** clothing or boots/shoes.
- Give-a-ways, trinkets, gift cards, etc. for focus groups or any other recipient.
- Mileage to and from rental car agency.
- Voluntary coverage on rental cars (e.g. damage waiver, liability fees, roadside assistance fees, etc.).
- Rental of the car outside of your travel dates. If you return after the agency is closed, all of them have drop boxes for the keys. Therefore, rental of the car beyond your actual travel dates will not be reimbursed.

Site Visits to Sponsor – You will make and pay for your own arrangements and then request reimbursement.

1. Prior to the first visit and only if your instructor wants it, complete the Emergency Contact form.
<https://www.lf.psu.edu/students/forms.aspx>
2. TRANSPORTATION (two options)
 - a. Use your own vehicle. *Roundtrip* mileage or gas receipts are reimbursable on personal vehicles with a starting point of State College, PA to the address of the sponsor company. Travelers are entitled to roundtrip mileage reimbursement and the rate is currently 0.625 cents/mile, however, teams have opted for actual gas receipt reimbursement since it is cheaper and saves on the team's budget. If opting for actual gas reimbursement, you must submit actual gas receipts. Mileage will be calculated in PSUs system based on the details you provide.
 - b. Rent a car. <https://travel.psu.edu/rental-cars> PSU will only reimburse rental cars from **NATIONAL or ENTERPRISE**. Use the Big Ten Corporate Discount Number (XZ78803) when reserving a vehicle. **When picking up the vehicle, students must present a letter of authorization from and signed by the renter's instructor, on Institution letterhead, which states the purpose of the rental and specifically indicate that the vehicle will be used for an official Institution function or purpose.** Sample memo at the bottom of this document. Students must also have a valid credit card. Students age 18-20 shall be restricted to rentals of Economy, Compact, Midsize/Intermediate, Standard, Full Size, Minivan and Intermediate/Midsize/Standard SUV vehicle classes. If you reserve the car under this program, you should not request or be asked to choose the young renters fee. It is already included. If you rent the vehicle but do not use this program you will have to choose the young renters fee. **Reimbursement for the vehicle will include basic cost of rental car, applicable taxes, young driver fee, and only the days you traveled for the project. Additional coverage voluntarily purchased by the driver will NOT be reimbursed** (e.g. damage waiver, liability fees, roadside assistance fees, etc.). If you return after the agency is closed, they have drop boxes for the keys **Rental of the car beyond your actual travel dates will not be reimbursed.**

3. HOTEL (if applicable): Students should make their hotel accommodations and double-up in one room when possible. Submit detailed/itemized '*paid*' hotel receipt.
4. MEALS:
 - a. Students will receive reimbursement for meals for **overnight** site visits ONLY and are in excess of \$10.00 (total of all meals). Meals purchased within 30 miles of State College will not be reimbursed. YOU MUST PROVIDE ITEMIZED RECEIPTS THAT SHOW WHAT IT IS YOU ATE AND DRANK.
 - b. Group meals are not permitted. Each student must buy their own meals and request reimbursement.
 - c. PSU allows up to a 20% tip. Keep in mind that every penny spent comes out of your \$1000.

The University has a per diem policy which means there is a maximum in which you can be reimbursed on meals and hotels and it varies based on where and when you traveled. For your reference, the **Federal rules governing per diems** are here <http://travel.psu.edu/travel-tools> > Reimbursement Rates > [U.S. General Services Administration Per Diem Rates for CONUS Meals & Incidentals](http://www.gsa.gov/portal/category/26429). A handy tool can be found here: <http://www.gsa.gov/portal/category/26429>

Reimbursement for Travel – Within 30 days of each trip, each student must request their own reimbursement. Complete the correct travel reimbursement form and a Non-Employee Information (NEI) form if applicable. See below. Upload these documents with your itemized receipts (meals, rental car, hotel, tolls, parking, etc.) **as one .pdf file** on the Google Doc form <https://forms.gle/7LdbLxSXkBZwqbMw9>

Which form do I complete?

- If you are an employee of PSU (RA, TA, Wage Payroll), complete the **Employee** Travel Reimbursement Form.
- If you are NOT an employee of PSU, complete the **NON-Employee** Travel Reimbursement form. You must fill in one of the three circles at the very top of the form because you may be required to complete a Non-Employee Information (NEI) form and provide additional documentation (e.g. I94).

Non-Employee Information (NEI) Form – Non-employees or non-US citizens must complete an NEI form when requesting reimbursement. Depending on what status you choose in Section II, you may be required to provide additional documentation (e.g. I94). If you choose US Citizen in Section II, do not complete any other sections beyond that point other than sign and date the bottom. <https://www.lf.psu.edu/students/forms.aspx>

Example of Letter to Rental Car Agency

(Must be printed on your faculty member's department letterhead)

DATE: Today's Date
FROM: Professor XXXXX, phone number and email
TO: Name of Rental Car Agency (National or Enterprise)
SUBJ: Business travel for engineering students on behalf of Penn State University

On September 15, 2022, a team of senior engineering students in ME 440.001 will be visiting their senior design project sponsor, Ford Motor Company, in Dearborn MI to tour the facility, meet with company representatives, discuss project deliverables, and/or provide updates to the project. This is required for the project and as part of the course. The team members are XXXXX.

Please allow this team to receive the BIG Ten Corporate Discount and coverage.

Please contact me with any questions.

Thank you.