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 a budget person to keep track of the team’s expenses. The budget person is not responsible for submitting reimbursements on behalf of a teammate.

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 to include software
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. Each student must request their own reimbursement.

Shipment of Purchases – There are two locations packages can be delivered: Your address or The Learning Factory (LF) shop. PSU is not responsible for packages that are delivered to a residence. If any packages are lost or stolen from the residence once the carrier confirms delivery, students are responsible for paying to replace the lost/stolen items and will not be reimbursed. Thus, why it is highly recommended that packages are delivered to the LF.

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.

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. When using Amazon, it is great if you can put together a cart and email the cart to Cindy.
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.

**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 (wl10@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. The goal is to avoid numerous, small reimbursements to the same person, especially within a few days/weeks of one another. This makes a lot of work for staff. Contact Cindy if you have concerns with this timeframe.

1. Wait to request reimbursement until you receive notification that your items have shipped and your receipt shows ‘shipped’ (most particularly Amazon). It is understood that not all receipts will show this but Amazon definitely provides two receipts….one at the time of ordering that says “not yet shipped” and then after they ship, you can retrieve from your Amazon account one that says “shipped.”
2. Complete a Request for Reimbursement (RFR) Google Doc form [https://forms.gle/7LdbLxSXkBZwqBMw9](https://forms.gle/7LdbLxSXkBZwqBMw9) 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?
o EMPLOYEES OF PSU – via a deposit into the bank account you have set up with PSU.
o 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 must complete an NEI form. Depending on what status you choose in Section II, you may be required to provide additional documentation. 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 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. You do not pay for anything out-of-pocket. 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. You do not have a cost center or internal order number if asked. Simply tell the staff you are a capstone design project and tell them which one.

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 on the Materials Request Form. Include the name and cell # of the person who will be picking up the order. 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, Material Research Institute LEO Accounts through MRI, & Engineering Services Shop - Talk to Cindy first. She will need to give you account information for Engineering Shop Services and LEO Accounts through Materials Research Institute.

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 PSU’s 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.

  o **Note to instructors:** 1) If multiple teams are using the same software, you only need to submit this request once. 2) You will indicate that this is 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 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.

You cannot ‘hire’ a friend/family member/PSU student to do work for you unless they have their own business registered under their social security number or Tax Identification number.

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.

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. Read the details below.

[IMPORTANT! IMPORTANT! IMPORTANT!]

- Teams cannot purchase items in the last two weeks of classes that are not REQUIRED for completion of the project. 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.