

ECE DEPOT REQUEST FOR SPECIAL ORDER

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Name _____ Email Address _____

For Projects (EE1301, EE3102, EE4951, CSE Expo, or ECE Envision), List Class & Group # or Project Name _____

For All Other Orders, List Budget # (DEPTID Must be: 11122 – 11129, 11955 – 11957 or 12139)

and PI for Budget # _____

Supplier Name(s) _____

The completed form may be delivered to the ECE Depot, 2-126 Keller Hall, or emailed to ddobrick@umn.edu

You will be notified via email when your parts arrive, or if any parts are **backordered** or **unavailable**.

Note: some parts have **minimum order quantities** or may be **out of stock**– check supplier web site.

Quantity	Part Description	Supplier Part Number

PLEASE ENTER ALL THE FOLLOWING INFO - *EXCEPT CSE1001, EE3102, EE4951, CSE EXPO, & ECE ENVISION*

- Is this purchase for capital equipment/fabrication? _____
 - If yes, accounting staff approval required: _____

<p>Why is this purchase necessary?</p> <p>What is the goal of the project and how will this purchase help you achieve it?</p> <p>Attach additional page if needed.</p>	
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Signature of PI _____

Date Request Received _____ by _____	for ECE Depot staff only	Date Ordered _____
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