

Submitting Purchase Requests for IGEN 230/330/430 via Materials Engineering Stores



Materials Engineering Stores can make purchases on your behalf for your IGEN 230/330/430 projects, from online vendors or other merchants. The service is fast and reliable, with no need for students to pay out-of-pocket for project items, and provides a very good location for deliveries to be received securely and quickly.

To submit orders for your team's project:

1. **Compile purchase information.** Put all supporting information in an easy-to-read email or spreadsheet document. The info must include:
 - a. Your name, team number, and contact info (email/phone)
 - b. Info on each item to be purchased. This may include:
 - i. Vendor
 - ii. Part numbers, unit price, and quantity
 - iii. URLs or web links to individual items.
 - iv. Quote #, if appropriate
 - v. Any other information
2. **Send the information to your course instructor.** Your IGEN 230/330/430 instructor will review purchase requests and offer comment, and give their approval for the purchase.
3. **Course Instructor emails their approval via email back to the students.** Save this email as a PDF for the next step.
4. **Submit the order to the MTRL Purchase Request website.**
 - a. Go here: <https://mtrl.ubc.ca/safety/mtrl-stores/>
 - b. Place an Order → a Non-PO Order (less than \$3,5000)
 - i. The IGEN Worktag for 230/330/430 purchases is **PM000757**
 - ii. **For "Supervisor", list Jon Nakane (jon.nakane@ubc.ca)**
 - iii. **Include all information as listed in the table (part #'s quantity, etc)**
 - iv. When submitting the items, also upload the PDF with your instructor approval.
 - v. At the end of the form, select *"I do not have a Blanket Purchase Authorization. MTRL Stores needs to request authorization from my Lab Manager or Supervisor"*.

An email confirmation of the submission will be sent to the students and to the Supervisor (Jon).

5. **Materials Engineering sends a notice and the invoice when item arrives.** An email will be sent to instructors and students when the item arrives, ready for pickup. The students will also receive a copy of the invoice, for record-keeping. The pickup area is in Frank Forward room 006, typically 8am-4pm.
6. **Students report purchases at end of course.** The purchase must be reported at the end of the course as part of the student team expenditures. If an electronic invoice was not received by the students, they may follow up with mtrl.stores@ubc.ca for a copy.

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