**THE UNIVERSITY OF AUCKLAND**
**FACULTY OF ENGINEERING**

**Department of Electrical and Computer Engineering**

**ELECTENG/COMPSYS/SOFTENG401A/B Project**

# Purchasing Policy and Procedures

This document outlines the purchasing policy for Part IV Projects, and the procedures that students must follow if they wish to purchase items required for their projects.

## 1. Project Allocations

Each project has a maximum fund allocation of $200. This is to cover the cost of consumables related to projects which use hardware, and any outstanding balances remaining at the conclusion of the project activity are **not** refundable. **Project supervisors are responsible for making sure that the expenses of a project are within the $200 project budget.**

In exceptional circumstances, the Part IV Project Coordinator(s) may approve expenditure beyond the $200 limit. Such exceptions will be considered on a case–by-case basis, and must be negotiated by the Supervisor of the project group.

## 2. Purpose of the Project Allocation

The Project Allocation is intended to fund expenditure on consumable items (ie items that will be 'consumed' by the project and not (generally) reused) as required by Project Groups. For the purposes of Part IV Project, consumables include items such as electrical and electronic components, and materials used by the Faculty of Engineering Workshop. *Please note that the Project Allocation does **not** cover items such as equipment/capital items, software, stationery items, or materials for the Exhibition Day poster.*

## 3. Consumable Sourcing

If you require consumable hardware items for your project, you will need to identify an appropriate supplier. It is in the interests of all project groups to thoroughly investigate the likely options in order to minimise costs and delays.

Generally, the first place to check is the ECE Component Store 303.137 (a list of standard stock items can be found at http://web.ece.auckland.ac.nz/uoa/home/for/student-staff-area). If the store does not stock the items you require, the next step is to check the catalogues of the University standard suppliers – *Farnell*, *RS Components*, *Jaycar (Electus)*, *Dick Smith Electronics and Elekon*. In the majority of cases these suppliers will be able to provide the required componentry. Groups

should only consider other suppliers if those above are unable to provide either what is required, or a viable alternative[1].

## 4. Faculty of Engineering Workshop

A number of projects will require the mechanical engineering services provided by the Faculty of Engineering Workshop (Level 2). As mentioned in Section 2, project allocations can also be used to fund the materials used by the Workshop. However, before approaching the workshop, project groups **MUST** fill in a job sheet and get approval (in principle) from their supervisor for any work that is to be undertaken. After approval, groups should approach the Technical Services Manager Grant Clendon (Office 2.223, extn 88131, email g.clendon@auckland.ac.nz) and obtain a quote. Once the quote has been received, the job sheet **WILL** need to come through the Departmental Manager Ms Aruna Shandil (Office 303.245, extn. 88189, email a.shandil@auckland.ac.nz for tracking before going to the Technical Services Manager Grant Clendon.

## 5. Purchasing Procedure

All project groups are expected to adhere to the following procedure when purchasing. *Please note that failing to follow these steps may result in delays*.

1. Identify what you need and discuss options with your supervisor and/or a technical support person.

2. There are two options for project students to obtain electronic components

   i) *Electronic components available from the Store.*

      - Students can use the Technical Store Component Request Form as a shopping list at the store

      - Any components obtained from the stocks of components available in the store will not be included in the $200 project budget.

   ii) *Electronic components not available in the store.*

      - Students are required to fill in a Technical Store Purchase Order Form. The form can be downloaded from the project website and needs to be signed by the supervisor and the student.

      - The signed form then needs to be submitted to the Store, after which components will be ordered.

      - Students will be notified by the Store when these arrive.

   Note: *No reimbursement for personal purchase of parts or components*

      - Students should not purchase goods with their credit cards, or their cash, because there is no mechanism for the ECE Department to reimburse them.

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[1] All groups should realise that purchasing from suppliers who do not have a prior purchasing arrangement with the University may result in delays. This point should be kept in mind by all project groups when exploring their component sourcing options.

## 6. Delivery Times

The delivery time of components is very dependent on their source. In general, the following guidelines are indicative:

- For items that are in stock in the Department Store – immediate supply.

- For items from the standard suppliers which are in stock – typically one week.

- For items from the standard suppliers which are not in stock – a minimum of 7 working days, but up to 3 weeks (groups will be advised if this is the case).

- For items sourced from elsewhere – this is supplier dependent.

These guidelines are expected to be applicable for the majority of the time – however, there may be instances (such as staff illness) which might extend them. *It is expected that all project groups will make appropriate allowances for any likely delays (and the consequent impact on project timescales) when planning their purchasing.*

## 7. Documentation

All project groups are expected to document (and include in their final reports) details of any expenditure incurred using the above procedures during the project activity.

## 8. Further Information

If groups require further information concerning Purchasing Policy and Procedures they should contact the ECE Department Manager or the ECE Technical Manager.