

Student Purchasing Instructions

Before making a purchase, please have the following information with you:

- **Vendor/website** you wish to purchase from. If you are purchasing from more than one vendor, you need to fill out a separate Credit Card Log for each website/vendor you purchase from.
- **ECEn Department Account Login** for that website: ask the secretaries for the Login Information list for all Department Accounts on popular websites used for purchasing
 - o If you do not see the website you wish to use on the Login Information list, contact a secretary and they will help you create an account for the Department on that website
- **Account #** is a three-part code that consists of:
 - o Operating Unit: an 8-digit number such as "11243000" that tells us which account will be charged
 - o Account Code: a 4-digit number explaining what type of purchase this is, such as "6100" for general Supplies
 - o Class Code: this number corresponds with your professor. If you do not know this code, a secretary can assist you in looking it up.

If you need explanation or help on any steps in the Purchasing process, please contact one of the student secretaries.

Department of Electrical and Computer Engineering	CCL Number
Credit Card Log	38020

Example Credit Card Log: (please fill out with your own information)

Purchaser Name _____ E-Mail _____ Date _____	Vendor Name _____ Website _____ Phone _____
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Item#	Qty	Description	Unit Price	Line Total

Please provide a concise summary of what the materials will be used for.

Purchase Purpose: _____

NO TAX! Our exempt# is N10020, Fed EIN# is 87-0217280	SUBTOTAL
	Shipping
	Sales Tax
	Gratuity
Cannot exceed \$2500	TOTAL

Professor

Account#

Must attach FULLY ITEMIZED receipt
Return to Student Secretaries in 450 EB

Purchasing Computer CAEDM Password: ece purchasing

You must login to this CAEDM account to perform all Dept Purchasing

Making the Purchase:

The Department Purchasing Credit Card may NOT be used for Travel. If you are making a purchase for Student or Faculty Travel, please contact the ECEn secretaries.

List all of the items you are purchasing with their unit price and line total on the Credit Card Log provided to you by the secretaries. If you are purchasing more items than there are lines on the form, only list as many items as fit on the form.

At checkout, use the following information:

****Be sure to use YOUR NAME in the Shipping Information section at checkout. If you do not use your name, there will be a delay in the arrival of your package and possible revoking of your purchasing privileges.**

When selecting shipping, select the shipping option that best fits your needs. If you need an order expedited, you may select Overnight or Expedited Shipping. Otherwise, please use the standard 3-5 day shipping option.

Shipping Information:

[**Your Name**/ Professor]

701 E University Pkwy

450 EB (ECE)

Provo, UT 84602-4099

ecen_secretary@byu.edu

Billing Information:

Supply & Logistics Management

C40 ASB

Brigham Young University

Provo, UT 84602

(801) 422-3471

Contact Info:

ECEn Secretary

(801) 422-4012

ecen_secretary@byu.edu

****Make sure your Shipping and Billing addresses are DIFFERENT.**

When you are ready to input the **Credit Card information***, see the secretaries.

After you have submitted your order, be sure to PRINT a copy of the invoice/ receipt before closing the website.

*No Student is Authorized to Save Department Credit Card Information to Any Type of Personal Device or Personal Website Accounts.

WARNING!

Any students found using the Department Credit Card outside of the specified directions will have their names recorded. Students with repeating purchasing errors will have their purchasing privileges revoked for a period of 3 months. After 3 months has passed, students may request that their purchasing privileges be returned.