



Department of Mechanical and Manufacturing Engineering

ST. CLOUD STATE UNIVERSITY

Senior Design Purchase Request

This is for purchases through senior design team allocations.

Purchases will be made by the department chair or office manager unless otherwise detailed on this form.

Student purchases will NOT be reimbursed.

Student Requestor Information

Requestor Name	_____	Date	_____
Design Group	_____		
Advisor Name	_____		
Advisor Signature	_____	Date	_____

Supplier Information

Company Name	_____		
Company Address	_____		
Link for online purchase if available	_____		
Estimated Total Cost	_____		
Payment (select)	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Purchase Order	

Purchase Detail

Part Number	Description	Quantity	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____