ECE DEPOT REQUEST FOR SPECIAL ORDER rev. L

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? _______

Why is this purchase necessary?	
What is the goal of the project and how will this purchase help you achieve it?	
Attach additional page if needed.	

Signature of PI_____

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