Capstone Materials & Supplies Order Form

To be completed by Requester

Student Name(s):
Course Section:
Capstone Instructor:
Date:

Description of Supplies:
Attach a complete bill of materials (including item description, part number, unit price, quantity, extended price, and supplier). An estimate of shipping costs must also be included. All items should be from UMass Lowell approved vendors (e.g. McMaster and Grainger). Total purchase cannot exceed $500.

To be completed by Department Staff (G. Bousquet or B. O'Brien)

I certify that the total Bill of Materials of this project (including shipping estimate) is below the $500 Department allotment, or otherwise approved by the Department Chair and that all items are from an approved UMass Lowell vendor.

Department Staff Signature: _____________________________ Date: ____________

To be completed by Capstone Instructor

I certify that the capstone project, including this form and associated attachments, has satisfactorily completed the design review and is approved to use/arrange the described resources.

Capstone Instructor Signature: ___________________________ Date: ____________

Capstone student(s) should submit this form to the department staff to order the materials & supplies only after signed by both the Department Staff and Capstone Instructor. Students should retain a copy of this form to include in Capstone Final Report.

This completed form must be received by November 1, 2018 to request departmental purchases.