Purchasing Compliance – ECE

Requesting items for purchase

1. Consult your professor regarding purchases first.
2. Once you have your professor’s approval, please email ecepurchase@uh.edu with your request
   a. You may attach links to items or an excel spreadsheet with quantities, descriptions and links
   b. Please CC your professor in the email
   c. Please be sure to list any specifics of the item (i.e. if there are multiple size choices, etc.)
3. Once ECE Purchase receives this email, we will forward to the professor asking for a funding source and if they approve.
4. ECE Purchase will begin the buying process
   a. If over 3k, the purchase will need further approvals and documents from the professor
   b. If under 3k, we should be able to purchase fairly quickly pending the vendor is in the University of Houston system
5. We prefer to use the following vendors:
   a. Mouser, Amazon, Digikey, Thermo Fisher, Sigma Aldrich, Thorlabs, Ada Fruit, Matheson

Requesting Reimbursement

1. Consult your professor regarding purchases first
2. Once you have your professor’s approval, you may purchase these items with the exception of
   a. Items over 3k
   b. Dell, HP, or Apple items (any cost)
   c. Services (maintenance/repair, editing services, consulting, etc.)
   d. Lasers
3. Please note we do not reimburse taxes. The tax exempt form for UH is located here: http://www.uh.edu/administration-finance/tax-information/official-tax-documents/
4. Please be cautious when purchasing chemicals, as some require additional approvals. We prefer you order chemicals through ecepurchase@uh.edu
5. Once your purchase is complete, please maintain the itemized receipt. You will not be reimbursed without one.
6. Fill out the ECE Reimbursement Request Form, located here: http://www.ee.uh.edu/resources/faculty-and-staff
7. On this form, please fill out all fields with the exception of Speedtype and Professor Signature.
8. Attach to this form your itemized receipts and a redacted bank statement showing this item was charged to your credit card.
9. Bring the completed form with documents to your professor to enter a speed type (payment source) and approve/sign where indicated.
10. Once you have the completed document and all receipts and approvals, turn in to ECE Front Desk for processing.

Reimbursement Note: If you have not been reimbursed before, you will need to fill out three vendor forms to be processed by the Vendor ID Department. Please contact your advisor, the ECE front desk, or ecepurchase@uh.edu for these forms.