

Project Ordering procedure for MSc and Final Year Undergraduate Projects

Ensure you've had your hardware project concept **risk assessed** by your supervisor before continuing.

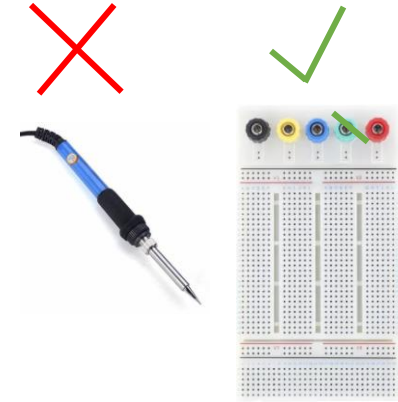
For a home-based project you need to have your home address set up on the College systems for your home delivery. You need to do this only once. Request this from Hisham by emailing him with details of your home address (remember to include the post code). Wait for Hisham to email you the delivery location code, which you must include in the description lines of your order in order to proceed

NOTE!

PLEASE DO NOT SEND THROUGH YOUR ORDER REQUESTS UNTIL YOU HAVE RECEIVED NOTIFICATION WITH DELIVERY LOCATION CODE WHICH YOU WILL NEED TO REFERENCE WHEN ORDERING GOODS TO YOUR HOME ADDRESS Via Stores. Some suppliers only deliver to the UK, so please bear this in mind as we will need to arrange for a courier to ship the items to you and this will add a time delay.

Orders will need to be placed via the Stores online order form from College's [preferred supplier list](#). **Please note that EEE Stores is unable to order from eBay, Amazon, or similar market-place web sites, but they will find items you require through our supplier list.**

DO NOT purchase soldering irons, use breadboard for developing circuits



Any items in order > £30 and <= £100, Seek approval from your project supervisor to purchase the goods. Forward the approval email to the Stores at the time of completing Stores online order form

Complete order > £100, Seek authorisation from Dr Tom Clarke, who will check. Once/if approved, forward the approval email to the Stores at the time of completing Stores online order form.

All queries contact [EE stores](#)

All high value assets are the property of the department and may have to be returned to the Stores at the end of the project. You will receive an email from Stores if your item(s) falls under this category

Ready to order? Follow this link to the [stores online ordering page!](#)

In exceptional circumstances, with authorisation, it will be possible for students to [claim monies they have personally spent](#).