

# Student Project Purchase Request Policies and Instructions

Updated Spring 2026

As of Fall 2024, the LAES program can no longer reimburse student purchases. Items must be ordered through the LAES Administrative Support Coordinator (ASC). Read the information and follow the steps and timelines below to successfully complete a purchase request for project materials.

## What Can I Purchase with LAES Funds?

The only items eligible for purchase using LAES funds are physical materials needed to complete your project. Examples might be sheets of steel to construct a parade float decoration, 3D printing filament to print parts, a Raspberry Pi for an animatronic, etc. Once the project is completed, all materials purchased become **Property of the Liberal Arts and Engineering Studies Program**.

## What Can I NOT Purchase with LAES Funds?

Purchases that will not be approved include non-physical items or items that are not being used directly for the completion of your project. This may include, but is not limited to, software (unless both LAES directors agree it will be beneficial to the program in the long term), user testing incentives like gift cards, food, or raffle prizes, and personal computers.

## How Long Will Items Take to Arrive After I Submit My Request?

Arrival times depend on the provider. Please email the LAES Technical Coordinator and ASC with any questions.

Supplier	Time to Arrive
Home Depot <ul style="list-style-type: none"><li>• Orders may require you to pick up or even purchase in store</li><li>• Need steel? See below.</li></ul>	<b>About 1 week</b> for delivery; you can get the <b>same day</b> if you select (and your items are eligible for) the same day pick up ordering option. Name and contact info of the pickup person must be given to the ASC at the time of order request. Additionally,

	items that are in-stock at the store but not eligible for online order may be purchased in-store at the Pro register (the cashier calls the ASC to approve the purchase- requires prior approval and coordination with the ASC).
<a href="#">B&amp;B Steel Supply Santa Maria</a>	<b>Steel deliveries arrive weekly</b> at the BRAE ramp behind building 008. A student shop tech inside can help you locate your items once they arrive.
Amazon.com	<b>About 1 week</b> (we have had deliveries delayed for weeks, months, or even cancelled due to supply chain issues)
Michaels	<b>About 1 week</b> for delivery; you can get the same day if you select (and your items are eligible for) the same day pick up ordering option. Name and contact info of the pickup person must be given to the ASC at the time of order request.
Target	<b>About 1 week</b> for delivery; you can get the same day if you select (and your items are eligible for) the same day pick up ordering option. Name and contact info of the pickup person must be given to the ASC at the time of order request.
Best Buy	<b>About 1 week</b> for delivery; you can get the <b>same day</b> if you select (and your items are eligible for) the same day pick up ordering option. Name and contact info of the pickup person must be given to the ASC at the time of order request.
B&H Photo	<b>About 2 weeks</b>
A supplier in the CSU Buy system <ul style="list-style-type: none"> <li>• These are usually common brands for LAES like Rokoko, Dell, etc.)</li> </ul>	<b>About 2 weeks</b>
A supplier not yet in the CSU Buy system	<b>About 3-4 weeks</b> (this can vary IMMENSELY as the approval process is contingent on a representative at that company completing a supplier form)

## Steps to Place Your Purchase Request

1. Email a list of proposed items for purchase to [laes@calpoly.edu](mailto:laes@calpoly.edu) (this ensures the directors, ASC, and Technical Coordinator, all see it)

In an attached document, please include:

- a. The name, details, price, quantity, and total price for each list item
  - In the details, include any specifications that will need to be selected at purchase (color, pattern, size, etc.)
- b. The overall grand total dollar amount for the purchase request
- c. A link to purchase each item
  - Do not link to a cart, link to one page per item
- d. A brief description of what the item will be used for and why it is necessary for the completion of your project
- e. Documentation of alternative free options/services and campus options/services and why they are not sufficient for your project

Sample Purchase Request:

Item Name	Details	Price	Quantity	Total	Link	Item Use	Investigated Resources
1 in. x 4 in. x 8 ft. Premium Kiln-Dried Square Edge Whitewood Common Board	Coverage Area: 1 sq ft; Width: 2"x8"	\$8.37	2	\$16.74	<a href="https://www.homedepot.com/p/1-in-x-4-in-x-8-ft-Premium-Kiln-Dried-Square-Edge-Whitewood-Common-Board-914681/100023465">https://www.homedepot.com/p/1-in-x-4-in-x-8-ft-Premium-Kiln-Dried-Square-Edge-Whitewood-Common-Board-914681/100023465</a>	To construct a mobile base for the animatronic robot I am building	All departments on campus, theater, engineering, etc. have to purchase their lumber and there are not free options. Additionally, I was not able to find scrap wood that met the dimension and quality requirements for this build.
#8 x 2 in. Star Drive Dual Flat Head Coarse Thread Construction Screws 1 lb. Box	Screw Length: 2in; Package Qty 121; Size: #8	\$10.48	1	\$10.48	<a href="https://www.homedepot.com/p/Grip-Bite-8-x-2-in-Star-Drive-Dual-Flat-Head-Coarse-Thread-Construction-Screws-1-lb-Box-2GCS1/204959257">https://www.homedepot.com/p/Grip-Bite-8-x-2-in-Star-Drive-Dual-Flat-Head-Coarse-Thread-Construction-Screws-1-lb-Box-2GCS1/204959257</a>	Base construction	The LAES equipment room does not have this length of wood screw necessary for my base construction design.
<b>Grand Total</b>				<b>\$27.22</b>			

2. The program directors and technical coordinator will approve or deny your request via email reply
3. If denied, you will be informed of the reason(s) for your denial, and will need to resubmit your request with the corrections/changes ASAP
4. Once your request is approved, the LAES ASC will begin the purchasing process
  - When your items arrive on campus, you will be notified by the LAES technical coordinator via email. Your items will be available for pickup in the department office 181-220 or the ETS Equipment Room (181-104A)
    - **Remember, some orders may need to be picked up at the store**
  - Applicable items will be logged into LAES equipment management software so that it can be rented out to students in the future