

Bioengineering List of Purchases and Expenditures Rubric

Instructor: Z. Maria Oden

Team Name: _____

		Cycle 2	Cycle 3	Cycle 4	Cycle 5
1.	All purchases and expenditures are listed on a spreadsheet	/10	/8		
2.	Details on where to purchase, item number etc are complete	/10	/8		
3.	All purchases and expenses to team are listed regardless of whether they are used in final design. Department that paid is noted if interdisciplinary team	/5	/4		
6.	Response to comments/ new purchases entered appropriately			/10	*
	TOTAL:	/25	/20	/10	/10

Notes on preparing the list of purchases and expenditures from BIOE 451-2 documentation

- Use a spreadsheet to track all team purchases and expenditures from the beginning of your project. Don't forget to include shipping and other payments for services rendered to your team.
- Include enough detail in your list so that you or another person could use the list easily reorder or acquire items (e.g. vendor, part number, cost, notes)
- Include ALL parts purchased whether you ultimately use them in your design or not.
- The total amount spent should match the records that course instructors have for your team. Track these amounts yourself—course instructors and design staff will not guarantee that they will pull purchase files for you so that you can create this list late in year.
- Should your project be associated with multiple departments, be sure to track which department paid for a particular item.