Instructions for Teams: Effective December 01, 2021

1. Finalize your design and determine your steel needs.

2. Obtain at least two written quotes. A list of preferred steel vendors has been provided.

3. Request approval:
   a. Email steelwarehouse@mtu.edu with the subject line “Request for order approval, [insert team name/# here]”
      i. Attach copies of the vendor quotes received. ii. Attach a list of all team members on your team. Include names, email addresses, majors, and year (FR/SOPH/JR/SR).
   b. Incomplete requests will not be reviewed.
   c. Complete requests will receive an email response indicating whether your order has been approved, and for how much.

4. Purchase steel:
   a. Place your order directly with the lowest cost vendor using your team/dept. account and purchasing card. See your faculty advisor for purchasing assistance if needed. Make sure to indicate to the vendor where on campus you want the steel delivered.
   b. When your steel has arrived, please send an email to steelwarehouse@mtu.edu with a subject line “Steel received, [insert team name/# here]”. In the body of the email indicate the account number used to purchase the steel along with your advisor’s name. Please note that the account index provided for reimbursement cannot be a course fee account. Please reach out to Briana Tucker, bctucker@mtu.edu with any questions or concerns.
   c. Upon receipt, your team will be credited the amount of the approved steel purchase.

5. Recognize Cleveland Cliffs’s support:
   a. Please acknowledge Cleveland Cliffs as a sponsor of your team on your team website and in your Design Expo project abstract, and in any final project reports.