



## “Steel Warehouse”

### 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](mailto: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](mailto: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](mailto: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.