



"Steel Warehouse"

Instructions for Teams: Effective June 26, 2023

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 approved 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 Nagesh Hatti, nhatti@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.