Rowan ECE Department Parts Ordering Guidelines

Revision: 1/30/2016

To support the hands-on engineering experience, the ECE Department places orders for components used in class and clinic projects. Order deadlines will be posted on the ECE Resource Center website.

If possible, we suggest ordering parts from one of the preferred vendors. Typical (not guaranteed) turnaround time is 1 week for preferred vendors, and 2-4 weeks for other previously used vendors.

To place a parts order, send an email to leonem@rowan.edu and meyersj2@rowan.edu. The email should contain “ECEPR” in the subject, and should follow the format below. If ordering from multiple vendors, send a separate email per vendor.

Order Format
Include at top of email:
• Vendor
• Class/Clinic
• Professor
• Brief description of project

List parts in table format:
Quantity Vendor PN Mfg PN Description

Calculate and include order subtotal. If ordering high-end or otherwise expensive components, include relevant design documentation.

Common Errors
• Ensure parts are in stock
• Ensure correct package is specified
• Ensure part selected does not have a high minimum order quantity (for example, an entire reel)
**Vendor List**

This list does not contain all approved vendors. If you require parts from a vendor not listed below, contact us and we will determine whether or not we will be able to purchase from that vendor.

**Preferred**
- Digikey
- Mouser
- McMaster Carr

**Other vendors recently used**
- Newark
- Sparkfun
- RSR/Electronix Express
- Adafruit
- Allied Electronics
- Office Depot
- Monoprice
- Fazzis
- Lowes
- Techni-tool
- Test Equity

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**Example Order**

Email Subject: ECEPR

Vendor: Digikey

This order is for Dr. Krchnavek’s intro to RF class. We will be building and testing 2 different bandpass filter designs.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Vendor PN</th>
<th>Mfg PN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>535-12357-1-ND</td>
<td>AISC-0805HQ-12NJ-T</td>
<td>FIXED IND 12NH 1.6A 45 MOHM SMD</td>
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<tr>
<td>10</td>
<td>399-6185-1-ND</td>
<td>CBR06C150JAGAC</td>
<td>CAP CER 15PF 250V NP0 0603</td>
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<td>CBR06C180JAGAC</td>
<td>CAP CER 18PF 250V NP0 0603</td>
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<td>4</td>
<td>CONSMA003.062-ND</td>
<td>CONSMA003.062</td>
<td>CONN SMA JACK 50 OHM EDGE MNT</td>
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</tbody>
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Order Total: $21.67