The following are the financial procedures that all teams must abide by for the Armstrong Engineering Design Challenge (EDC) 2017:

Each team has a spending limit of $1000 in total. In addition to the Electric Go Kart Power Kit ($300), Armstrong’s Engineering Studies Program (ESP) via funding from the Georgia Space Grant Consortium will provide up to $200 for each team to purchase materials. Teams may seek and utilize sponsorship from other sources (individuals, schools, sponsors, etc.) up to $500 maximum for a total budget maximum of $1000 (including the $300 Electric Go Kart Kit). A summary of this budget break down is also shown in Table 1.

<table>
<thead>
<tr>
<th>Source of funds</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong’s Engineering Studies Program</td>
<td>$200</td>
</tr>
<tr>
<td>Electric Go Kart Power Kit (provided by Armstrong’s ESP)</td>
<td>$300</td>
</tr>
<tr>
<td>Hook for tug-of-war (provided by Armstrong’s ESP)</td>
<td></td>
</tr>
<tr>
<td>Kill switch for emergency stop/shut down (provided by Armstrong’s ESP)</td>
<td></td>
</tr>
<tr>
<td>Other sources/sponsorship</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1000</strong></td>
</tr>
</tbody>
</table>

Table 1: Summary of funds to be used for the design

Purchases reimbursed by Armstrong may be done in two ways:

1. Purchases may be made by the project mentor, student coach or educator at any time. Receipts should be submitted by the student coach to Armstrong’s Engineering Program by the end of each month within which the purchase was made. Reimbursement will typically take about one week.

2. Purchases may also be made directly by Armstrong within three days of receiving the request. The student coach should submit item name, item no., model no. and relevant website URL or local store name.

Purchases reimbursed by the high school:

1. Each school has slightly different purchasing protocol. The educator associated with the particular team should find out the procedures and ensure the project mentor and student coach are aware of the necessary steps. Typically, a purchase request form is filled out and submitted to the principal. The purchase is then made for that item only and the receipt submitted to the principal.
FAQ

What about component/material donations or scrounged material?
For donated, recycled or scrounged material, an equivalent price must be specified in the budget. Donations from companies should be included in the budget, even if the item is deemed to be useless relative to the company’s business objectives (ex. excess material/product whose quality cannot be guaranteed, or they contain existing flaws that render them incapable of being sold, or that is out of date, or contains inconsistent geometry/material etc.)

Donations from individuals should be included in the budget, even if the item was purchased by the individual for a completely different and unrelated purpose (compared to the competition theme).

How do we know what donated items cost?
The cost of an object is defined to be that which Joe P. Citizen must incur in obtaining the object. Provide your best estimate by examining prices online for the component. If the component is unavailable online (ex. It’s discontinued), search online for a newer version or an equivalent older version (different manufacturer). In extreme cases, one may also call the manufacturer usually specified on the product. Consider its depreciation, and overall condition when estimating cost.

What can be excluded from the budget?
Do not include small fasteners such as screws, rivets, nails in budget, washers, or aesthetic materials (ex. paint) in the budget.

Should shipping costs be included?
Shipping costs should be included in the budget. Exceptions may be granted for extreme cases (ex. vendor shipped an incorrect item.)

Please address any questions and/or clarifications on these rules directly to the Dr. Cameron Coates (Professor, EDC Planning Team, Armstrong’s ESP Coordinator) via email at Cameron.Coates@armstrong.edu.

Further details about EDC are posted on the website: http://engineering.armstrong.edu/edc.

Last updated: February 9, 2017