

Student Name
PLEASE PRINT NAME
Student Number
PLEASE PRINT
Received Student to sign when PCBs received
Signature. Date:

Project Title
PLEASE PRINT NAME
Project Supervisor
PLEASE PRINT NAME / INITIALS
Approved Project Supervisor must sign before submitting order, Note 1
Signature. Date:

Artwork Checked & Accepted STORE USE ONLY
INITIAL / SIGNATURE Date: .
Artwork Printed Store person STORE USE ONLY
INITIAL / SIGNATURE Date: .
PCB Manufactured Store person STORE USE ONLY
INITIAL / SIGNATURE Date: ..

Student Email Address
PLEASE PRINT

PROTOTYPE PCB REQUIRED Notes 1 & 2 (Please Use Additional Forms If Insufficient Space)

NAME OF PCB FILE	DESCRIPTION OF BOARD	QUANTITY TO BE MADE	LASER PRINT COPY OF TOP AND BOTTOM LAYER SUPPLIED? (Y/N)	SUPPLIED

- | | |
|--|--|
| Pass Fail n/a
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Board is manufacturable.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Template has been used.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Manhattan geometry has been used.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pad size, track width meet guidelines.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Track, pad clearances meet guidelines.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Component clearances meet guidelines. | Pass Fail n/a
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Top tracks are solderable.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No vias under SMT devices.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ground plane is continuous.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Keep out layer is present.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other. |
|--|--|

I understand that any limitations in my PCB design as noted above may lead to manufacturing faults, or construction difficulties. The workshop will not remake PCB's with defects resulting from failure to comply with the PCB Prototyping guidelines.

Student Signature:..... **Date:**.....

Requirements for submission of PCBs

Here is a set of criteria for submitting your pcb to be manufactured by the workshop.

- o Submit your PCB using the **PCB REQUISITION FORM**
- o Clearly label your Name and Student Number. File's name, location, description of the board and quantity required.
- o PCB REQUISITION FORM and artwork must be checked and signed by your Supervisor before submitting form to the Workshop.
- o PCB layout files must be submitted by Email only to: **Workshop_ee@latrobe.edu.au**
- o PCB layout files must be submitted as a individual file and labelled in your name (eg. JohnCitizen.PcbDoc), not to be submitted as an entire Altium Project (eg. Filename.PrjPcb).
- o Printouts must be supplied with PCB Requisition Form. (ie: Component overlay, Bottom and Top Layer).
- o Files must be layed out using Altium Designer.
- o PCB Artwork is only accepted if presented on **PCB Templates** which can be obtain from the following URL:
<http://www.latrobe.edu.au/ee/workshop/pcbdesign.html>
- o To avoid delays in manufacture please ensure that your pcb layout follows these design rules. If your layout does not follow the design rules or is unnecessarily wasteful of pcb space the workshop will reject your artwork. If your artwork is rejected you will have to make appropriate changes before it will be manufactured and you may have to wait for the next scheduled pcb production run. Design Rules can be viewed at the following URL: **<http://www.latrobe.edu.au/ee/workshop/pcbdesign.html>**
- o Keepout layer must be used where applicable. Why? To enable the Workshop staff to have a guideline to cut the board to a specific size that you requested. The Keepout outline should be drawn in the Keepout Layer (Pink) but we will except it on the Bottom Layer (Blue) or Top Layer (Red).
- o If you have any concerns or problems with the above or any guidelines on this page or on the Workshop's webpage. Please feel free to consult any workshop staff member or by email: **Workshop_ee@latrobe.edu.au**.
- o A comprehensive list of requirements can be viewed on the web at: **<http://www.latrobe.edu.au/ee/workshop/pcbdesign.html>**.

Notes: 1. PROJECT SUPERVISORS SIGNATURE REQUIRED BEFORE PRINTED CIRCUIT BOARDS WILL BE MANUFACTURED.

2. SUBMIT REQUISITION FORM BY 3PM FRIDAY, PCB'S WILL USUALLY BE AVAILABLE FOR PICKUP FROM WORKSHOP WEDNESDAY BETWEEN (1:30 – 2:30PM) THE WEEK AFTER THE ORDER HAS BEEN PLACED, DEPENDING ON THE TOTAL NUMBER OF PCB'S SUBMITTED FOR THE PCB RUN.

Submit requisition form by 3pm Friday to Workshop (Room 3.15, SW4) Pickup Wednesday week after order (see note 2). PAGE OF