

**Teaching Equipment Fund Request Form**

Requested by:

Equipment for Course(s):

**Equipment Details:**

Planned Location of Equipment:

Shared Equipment:

If Yes, Other Users:

Ongoing Costs (e.g. maintenance):

If Yes, Estimated Annual Amount:

\* Apply 8.65% of net GST/PST rates on Goods subject to GST and PST; Apply 1.65% of net GST rate on Services subject to GST only

Specific Equipment Support (e.g. power, safety, etc.) Please specify:

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Course Instructor Name Instructor Signature Date

For orders exceeding $3,500, please refer to: http://www.supplymanagement.ubc.ca/procure- pay-client-services/purchases-between-3500-50000

Completed form should be submitted to Virginia Frankian, [frankian@mail.ubc.ca](mailto:frankian@mail.ubc.ca). **Submission Deadline: June 15.**

Notes:

* The annual Teaching Equipment Fund budget is 0.75% of tuition revenue from the  previous year
* Eligible requests include equipment that will be used for teaching/learning purposes  over multiple years, including but not limited to laboratory and audio-visual equipment. Purchases that will be used by multiple courses or programs and/or that benefit larger numbers of students will be given priority
* Requests will be adjudicated by Associate Dean Academic, FNH and APBI Program Directors, Assistant Dean Learning Technologies, and Director of Finance