**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: https://finance.ubc.ca/procure-pay

Notes:

* 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.
* Submit all equipment requests to Virginia Frankian ([virginia.frankian@ubc.ca](mailto:virginia.frankian@ubc.ca)) by the **June 15th deadline**. Late requests considered will be subject to funding availability. Modifications to approved equipment requests should be communicated to the Associate Dean, Academic, for approval **prior** to purchase.
* Requests will be adjudicated by the LFS Academic Administration Committee, consisting of the Dean, Associate Dean, Academic (chair), APBI, FNH, FRE, and GRS Program Directors, Assistant Dean Learning Technologies, Director of the Student Services, and undergraduate and graduate representatives.
* **All claims for payment must be made within one month of the end of term. The approved budget must be attached to the requisition.**