

University of Guelph Undergraduate Engineering Society Equipment Fund Item Description Form

Along with this page, please attach a detailed specification sheet for the item as well as a **quote from 3 separate suppliers**. Each quote should include shipping information. If the quote supplied does not match the actual cost, all additional costs will be supplied by the applicant.

Item Name:

Short Description:

Reasons for Purchasing Equipment:

This section must explain the specific applications of the equipment and why that particular model/choice was made.

Impact on Student Body

This section must clearly explain how this equipment will be used as well as how many people it will affect and in which ways.

Item Retainability (Final Design Groups and Organizations only)

Please select only one. If you have several items which fall in various categories, an application must be filled out for each.

- "Consumable" Equipment (will not be returned after use)
- "Retrievable" Equipment (will be returned and kept in EngSoc during periods of non-use)
- "Research" Equipment (will be kept in a laboratory under the supervision of a prof/staff member)
- "Organization-Specific" Equipment (will be kept by the organization during periods of non-use)

Requested Funds for Item

Item Cost: _____

Shipping Costs: _____

Other Costs (brokers, taxes, duties, etc...):

Total: _____