

University of Guelph Undergraduate Engineering Society Equipment Fund Application Request Form

Before filling out this form, **please read the Lab Fund Constitution** on the Engineering Society website (www.guelphengsoc.com) for important information and requirements regarding the application process. **If the application is improperly filled out, the requested funds will not be considered.**

This form must be returned to the EngSoc VP Internal, Michelle Teepell by **Monday February 6th, 2012 by 5:00 pm**. Any forms that are returned after **Monday February 6th, 2012 by 5:00 pm** may be held and considered for next semester. The Lab Fund Meeting will be held **Thursday February 9th, 2012**. Attendance is mandatory for all parties who request funds. Failure to attend the meeting will cause the request to be removed from consideration. Forms may be scanned and e-mailed to vpinternal@guelphengsoc.com or handed into the EngSoc office (THRN 1421).

Along with this form an item description form must be submitted for **each** item requested. Please note that each item attached will be grouped together and presented as one request.

Category for Request

This section defines which category the requested equipment falls under. Only one category can be selected in section one and the following subsections.

- a. Final Design Group (ie. 41X)
- b. Organizations Affiliated with Guelph Engineering (ie. FSAE, EWB etc.)
- c. Laboratory Equipment (ie. equipment for an engg course)
- d. Future Considerations (ie. money set aside for equipment to be bought in 3 years)
- e. Engineering Building Accoutrements (ie. chairs for the lounge, computer equipment, etc.)

Availability of Other Funding Sources

This section should include a discussion as to how funding has been searched for to date as well as what other groups might have the capacity to aid in funding.

Detailed Implementation Plans

This section must include detailed plans as to where the equipment will be stored (if applicable), as well as any relevant safety concerns, etc. If specific plans are presented, include the signatures of relevant staff who are referenced and who have been contacted in this section.

Requested Funds

This section should include the total amount requested from the Equipment Fund (the sum of all item totals). Please note that funds are not provided to the requesting party, rather the order is placed through the SOE Purchasing Clerk for the item(s) requested. **IF THE SOE PURCHASING CLERK IS UNABLE TO OBTAIN THE ITEM(S) REQUESTED AT OR BELOW THE TOTALS LISTED FOR EACH ITEM, THE REQUEST WILL NOT BE PROCESSED.**

Requested Total: _____

Applicant Information

This section must include the name of the person(s) that will be implementing the items requested.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Contact Email: _____

Signatures

This section must include the signature(s) of the applicant(s) and the date signed. If a student application is to be co-signed by a faculty or staff member, the faculty/staff must sign in this section as well.

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Faculty/Staff : _____ Date: _____

Faculty/Staff Position: _____