

## Lab Fund W24

Please review **The Constitution of the Engineering Equipment Fund (Lab Fund)** carefully to have a full understanding of what Lab Fund is and the protocols that need to be followed. The constitution can be found on <https://www.guelphengsoc.com/current-documents>.

### Important Lab Fund dates to be aware of:

#### LAB FUND REQUESTS ARE DUE BY MONDAY, FEBRUARY 5<sup>TH</sup> AT 11:59PM

- The link to share with students inviting them to submit their budget requests is:  
<https://www.cognitofrms.com/UniversityOfGuelphSchoolOfEngineering/W24LabFundRequestForm>
- Please read the form carefully before filling it out!

#### THE W24 LAB FUND MEETING WILL BE HELD ON MONDAY, FEBRUARY 12<sup>TH</sup> AT 7PM

- The link to the W24 Lab Fund meeting is:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YmNjMjc1ZmUtYWYWRiOC00Njc0LThiNTYtNGU5YzU2Y2UwMjhhk%40thread.v2/0?context=%7b%22Tid%22%3a%22be62a12b-2cad-49a1-a5fa-85f4f3156a7d%22%2c%22Oid%22%3a%2294529a0e-a4bb-46cd-908c-822381902e97%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmNjMjc1ZmUtYWYWRiOC00Njc0LThiNTYtNGU5YzU2Y2UwMjhhk%40thread.v2/0?context=%7b%22Tid%22%3a%22be62a12b-2cad-49a1-a5fa-85f4f3156a7d%22%2c%22Oid%22%3a%2294529a0e-a4bb-46cd-908c-822381902e97%22%7d)
- Traceable but non-public voting will be done during the Lab Fund meeting via Microsoft Forms. A link to the voting form will be sent closer to the meeting date.

**After requests have been voted on and approved at the Lab Fund meeting, purchase and reimbursement requests forms may be filled out.**

### Information regarding purchasing and reimbursements:

The majority of student orders is to be submitted via Gryph Forms (SOE Purchase Request Form accessible via <https://gryphforms.uoguelph.ca>) by **February 16<sup>th</sup>** as the Purchasing Office will work on placing student orders during the Winter term reading week. All student orders should be submitted by **February 23<sup>rd</sup>**, at the latest.

Please note the following:

1. One order, one supplier – do not submit one Purchase Request Form for multiple suppliers at once.
2. Specify the vendor, the item, item #, # of items, & price per item – be detailed.
3. Be mindful of the purchasing currency, location, and any associated shipping and customs fees. Purchases from international or unvalidated online suppliers are discouraged.
4. Make the purchases for UofG with C/O to you for preferred rates on shipping and customs fees, as applicable.
5. Parcels can be ordered to one's address or sent to the School. The Purchasing Office is not always available for drop ins, if you need to collect your parcels please make pick-up arrangements with our purchasers first, via email.

Requests for reimbursements for Winter'24 term Lab Funds expenses are to be requested by **March 31<sup>st</sup>**.

1. Late reimbursement requests may not be processed until the beginning of May due to internal operational deadlines and fiscal year-end activities in April.

2. For ease of management and timely reimbursements, each group should select a purchaser/treasurer who will do all purchases directly, on behalf of the group.
3. Reimbursement requests must be made by those who had made the purchases – no requests can be submitted on someone else’s behalf.
4. For students’ convenience – for local, out-of-pocket, expenses in the amount of up to and including \$100.00 – a cash reimbursement can be obtained via the School’s petty cash fund that can be accessed through the School’s receptionist.
5. For other out-of-pocket expenses in excess of \$100.00, students are required to submit a reimbursement request via Gryph Forms (SOE – Reimbursement Request via <https://gryphforms.uoguelph.ca>)
  - Be mindful of the receipts’ currency.
  - All original receipts/invoices with the proof of payment must be submitted and match the order of the line items as entered on the reimbursement form.

**If you have any questions, please feel free to email [gesvpint@uoguelph.ca](mailto:gesvpint@uoguelph.ca), thank you!**