

MECH 45X TEAM PROJECT COURSE 2009-2010

TEAM PURCHASES AND REIMBURSEMENT PROCEDURE

1. Teams are responsible for purchases related to the project
2. To be reimbursed for eligible expenses – attached claim form must be submitted within 45 days from the date of the receipt
3. Claim form should have the following:
 - a. title of the project;
 - b. supervisor's name;
 - c. supervisor's signature indicating approval of purchase.
4. Original receipt in support of the claim should accompany the claim form.
5. Once the required documentation and information are completed, claim forms should be submitted to Barb or Leslie at the MECH office
6. Reimbursement for project related expenses should occur the same day, max within a week
7. Departmental PCard can be used to purchase an item if amount is more than \$250.00 (single invoice from one vendor) – request should be emailed to leslie.fernandez@ubc.ca
8. Orders for processing through the Storeskeeper.
 - a. Some suppliers may not allow direct sales to individuals (McMaster Carr, Acklands-Grainger, Spaenaur, etc.) and items need to be purchased through a Department account.
 - b. A \$20 flat rate processing fee applies per order and will be added to the order total. Shipping, brokerage, duties and related charges may apply in addition.
 - c. Any items ordered through Stores may be charged to a project account (Speed Chart account or Design Course account) provided that there are sufficient funds and the item is eligible under the terms of the account.
 - d. Note that due to the volume of orders and because the Storeskeeper has duties other than processing orders expect that ordering through Stores will take longer than ordering directly.

Barb/Leslie will keep a running balance of all expenditures per team/project. We will notify the MECH 45X coordinator if a team has reached its maximum amount.