

Capital Purchases

Design Team Purchase Request Form

Overview

This form is intended for Engineering Design Teams that would like to make a capital purchase for their team.

A capital purchase can be defined as:

- A purchase greater than \$750 CAD (excluding tax and shipping), OR
- A piece of equipment that has a multi-year lifespan AND that will not fit in a team's designated design space, OR
- A software or software licenses

You do not need to complete this form if you are purchasing:

- Consumables (for example: printer filament, raw materials, PPE)
- A part of your prototype (for example: mold purchase, frames, etc.)

If you are unsure, please contact team.engineering@ubc.ca.

Process for submitting a request

You will need to demonstrate that this request cannot be fulfilled through any of the equipment or software presently available to your group or its members.

1. Students may have access to other workshop spaces through their home departments (ex. IGEN, MECH)
2. Please refer to the following links for some of the most commonly requested items:
 - a. <https://experience.apsc.ubc.ca/student-groups/tools-facilities/it-software>
 - b. <https://experience.apsc.ubc.ca/student-groups/tools-facilities/design-team-equipment>

If none of the above resources can provide you with the equipment necessary for your project, please fill out the information below and send the completed form to team.engineering@ubc.ca.

****Timeline: 4-6 weeks, depending on other resources/units**

Team Information

Design Team:		Applicant Name:	
Email:		Role:	

Item Information

What item would you like to purchase?			
Please provide a detailed description of the item.			
Cost: (CAD - including tax and shipping)		Funding source:	
Dimensions:		Vendor: (if applicable)	
Item number: (if applicable)		Purchase Link:	
What is the proposed location of this item?			
Please attach a document with a plan for:	<ul style="list-style-type: none"> a) Safe storage b) Safe usage c) Maintenance 		

Background

Explain the need for this item and demonstrate that the need is not currently fulfilled through any of the equipment presently available to your organization.			
Which teams will this piece of equipment benefit?			
Does this equipment have any special requirements? (e.g. liquid cooling, ventilation, power supply, UBC network permissions or requirements, privacy, etc.)			
What is the expected lifetime of this item, and what will happen after this equipment reaches its end of life (i.e. what are the disposal, waste and/or decommissioning requirements)?			
Supplemental Information - Is there any other information in relation to this item that you think should be considered in the evaluation of this application? (optional)			