CGSS Equipment Acquisitions Policy

Goal: Facilitate the acquisition of new equipment by the CGSS

Proposal: For anything under $100, check with CGSS president and treasurer stating item and expected upper limit on cost, get approval, then purchase and bring receipt to Treasurer for reimbursement. For anything from $100-500, e-mail all of CGSS (cgss@chem.ubc.ca) and provide information about the item, expected cost, and justification, provide 72 hours for feedback, and final decision is contingent on approval by both president and treasurer, again, buy thing and bring receipt to treasurer. For anything over $500, present to council at a council meeting. Purchase may be approved by simple majority vote following comment on budget availability from treasurer.