**Department of Chemistry**

**Policy on Reimbursements for Supplies in Laboratory Courses**

Approved August 2013

In instances when non-standard chemicals, materials, or supplies are used in an undergraduate laboratory courses (for special projects or in honors lab sections) ***the materials must be ordered by the Department’s Laboratory/Classroom Services Manager***. The cost of these items cannot exceed the lab fee for the course in which they will be used. Purchase of controlled substances is prohibited.

Contact the Department’s Laboratory/Classroom Services Manager if non-standard materials are required allowing sufficient time for the ordering and shipment of items.

**Students will not be directly reimbursed for the purchase of any supplies, materials, chemicals, etc. needed for these courses.** **Any item approved for use in the course, and brought in by the student, will remain in the Department upon completion of the project/course and any excess will not be released to the student.**