

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.