

Stockroom Charges to Students

Department of Chemistry Undergrad Labs

Overview of Process

- Each semester, students enrolled in undergrad labs are assigned a locked drawer that is stocked with supplies needed for the lab (i.e. flasks, rods, beakers, thermometers, etc).
- The students are expected to maintain their stockroom supply for use throughout the semester. The student is responsible for replacing any items that are lost or damaged.
- At the end of the semester, the student is expected to check out of their assigned drawer. This check out process includes verifying that all of the supplies are accounted for and are in good condition. The students are given a deadline to complete the check out process.
- Charges that are applied include the following:
 - Cost of missing or damaged supplies.
 - Check out fee. If the student does not complete the check out process by the deadline, the lock must be broken and the student is assessed this charge.

Processing the Charges

- At the end of each semester, the Undergraduate Lab Supervisor conducts the check-out process and creates a report (similar to the following) which lists student names and applicable charges.

Charges for Freshman Lab Sections (1111, 1112, 1117,1112-H)

Charges for STOCKROOM ITEMS and NO SHOW

Name		Drawer	SS #	Missing Items	#	Class			Fee	Charge	Total Charge
Last	First					TA	Room	Section			
██████	██████	7	██████		1	██████	39-F	8846	10	0	10
██████	██████	41	██████		1	██████	39-F	8846	10	0	10
██████	██████	27	██████		1	██████	39-F	8849	10	0	10
██████	██████	4	██████		1	██████	39-F	8852	10	0	10
██████	██████	2	██████		1	██████	39-F	8854	10	0	10
██████	██████	84	██████	stirring rod, small	1	██████	47-F	8864	0	1.85	1.85
██████	██████	47	██████		1	██████	39-F	12996	10	0	10
██████	██████	60	██████		1	██████	39-F	8847	10	0	10
██████	██████	19	██████	10 ml grad cylinder	1	██████	39-F	8854	10	0	16.88

- The report is reviewed by the Undergraduate Director and then submitted to either the Lab Supervisor or Undergraduate Advising Assistant for posting the charges to BAFMIS.
- The charges must be entered in BAFMIS in a timely manner so that it posts to the student fee bill in the subsequent semester.