



## 2018 Lab Fee Ordering Guidelines

- Ordering Deadlines:
  - Monday, January 15<sup>th</sup>
  - Thursday, February 15<sup>th</sup>
  - Thursday, March 15<sup>th</sup>
  - Regular reminders will be sent out in advance of ordering deadlines.
  - Consolidate orders by vendor whenever possible.
- Creating Carts:
  - Comments section must specify the purchase is to be made with area “Lab Fee Budget” and for which specific class or classes the materials are to be used within, for example: “ARST 2xxx, ARST 3xxxx and ARST 4xxx”. If you do not provide course numbers the carts cannot be approved.
  - Assign all UGA Mart carts to Michelle Sanders for all funding “excluding lab fees”. These funds include, area state budget, start-up, FYO, Wilson Center, UGARF, Office of Sustainability, etc
- Shipping and Receiving
  - All deliveries must go through UGA Central Receiving (to be received in UGA Mart) with *Minimal* exceptions
  - Update the default address in UGA Mart with your name as well as the receiver/approvers initials. For example: “Marni Shindelman/ST or Ted Saupe/DF”
  - All orders need to include delivery and delivery costs (no longer picking up materials unless special conditions apply)
  - For issues with deliveries, please call 706-425-3262 or email [centrec@uga.edu](mailto:centrec@uga.edu)
- Annual Lab Fee Analysis
  - This document, which zeros out of the budgets at the end of the fiscal year, will be completed by one of the Art Studio Managers with assistance of the Area Chair. This document will need to be reviewed and signed off by each respective Area Chair.

Derek Faust:

Art X  
Ceramics  
Studio Core & 1080  
Interior Design  
Jewelry/Metals  
Sculpture

Siavash Tohidi:

Art Ed  
Drawing & Painting  
Fabric Design  
Graphic Design  
Photography  
Printmaking  
Scientific Illustration