



Bursar & Treasury Services
Finance & Administration
UNIVERSITY OF GEORGIA

New Application for Lab/Supply Fee

School/College/Unit: _____

Department: _____

Program: _____

Contact Information

Name of person completing this form: _____

Campus Address: _____

Campus Phone Number: _____

E-mail Address: _____

In order to use this application, the lab or supply fee must meet the criteria established in the policy for Lab/Supply Fees: Academic Affairs Policy Statement No. 4.07-04. A lab/supply fee budget is also required. This form can be found at http://www.busfin.uga.edu/bursar/forms_lab_supply_fee_budget.pdf.

Requested amount to be charged per student \$ _____

List prefix, course numbers and course titles for all courses that will be charged this fee

Course		Semester Offered			Location	
Account Code	Fund	Program	Department	Class	Operating Unit	Chartfield 1

Course		Semester Offered			Location	
Account Code	Fund	Program	Department	Class	Operating Unit	Chartfield 1

**Please enter the chart string the funds will be deposited into each time a charge is received into the Student Account System. This happens as the students register for the course. This account MUST be balanced with reports received from Bursar and Treasury Services each term. If additional space is needed, please attach a separate sheet.*

