STUDENT SHOP CHARGE AUTHORIZATION FORM*
DEPARTMENT OF MECHANICAL AND INDUSTRIAL ENGINEERING
UNIVERSITY OF TORONTO

Student Name: ___________________________ Date of Request: ___________________________

Print Name

Expiry Date: August 31st, 2019

Telephone: ________________________________

Email Address: ________________________________

Charges

Cost: $25 per hour*  Charged by the minute - Minimum 1 hour charge.

-Charges are captured through a T-card scanning system
-Charges will be billed out at the end of each semester

Please Note

- Use of standard tooling cutters, etc. is included.
- Specialized tooling cutters for working with Stainless Steel, Inconel, Ceramics or other exotic materials will be charged per each cutter used. To be determined by the shop staff.
- Small off cuts of material will be provided at no charge - if available
- Students should generally order their own material and bring it with them to the shop.

Payment Account Information

Cost Centre/ Internal Order: ___________________________

CFC: ___________________________ Fund: ___________________________

FIS Account Holder: ___________________________

Print Name ___________________________ Signature ___________________________

Please notify us of Account number changes

By signing, you as the student’s Supervising Professor agree to pay all charges incurred by your student using the Student Machine Shop.

*For graduate students whose primary registration is the Department of Mechanical and Industrial Engineering only: The MIE chair’s office will cover the $25/hr component of student machine shop charges, do not submit this form.