SDP Budget Guidelines

Summary

Each team has **2 budgets:**
1) **Monetary**
2) **Technician Time**

Anything that is not provided equally to all groups must be tracked against a budget.
- This includes any parts, services or labour you might have unique access to eg. a 3D printer, a computing cluster, a graphic designer

Expenditure from either budget should be **approved** by Garry **beforehand**.

All **quotes** provided are **advisory**. The final cost in money or time may vary.

Budget use should be **recorded** in a spreadsheet shared with Garry and **reported** at milestones.

Procurement Process

1) Speak to Garry, to refine your idea and find out if it's something we have already.
2) Look for sources if not available in-house and bring these to Garry.
3) Get final quotes from Garry: estimated cost (money and/or time) plus estimated time to delivery.
4) If agreed, add the item to your budgeting spreadsheet.

Monetary Budget

This budget amounts to **£200 per group** to be spent on (almost)anything to support and improve your project.
Nominal amounts (£5-10) should be included to cover **miscellaneous small items** such as nuts and bolts, lengths of wire, etc. We do not require that these items be priced individually.
Delivery costs should also be included in expenditure.
Some suppliers are or are not supported by the university
Posters and pamphlets for the final day will be provided separately to this budget, but you still may want to use it for other promotional materials.

Technician Time

Garry and the other technicians have limited time, especially once jobs start coming in.
The Technician Time budget **starts at 10 hours per group**, but at the end of week 2 and each following week an hour is deducted from it if it hasn't been spent.