



# Memo

## From the office of the... Executive Assistant

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To: Members of the Executive Board (EB)  
From: Daniela Stajcer, Executive Assistant  
Subject: Storage Space for Marketing & Comms Department  
Date: September 28, 2023

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To the members of EB,

I am writing to request to approval for a capital allocation and expenditure with respect to storage cabinets for the Marketing and Communications Department.

In the past, the Marketing & Communications Department utilized vacant office space to store bulk items such as general MSU swag and merchandise. With the recent installation of a new cubicle in this area, storage space has been removed. As a result, the department requires a few items to be purchased in order to accommodate their storage needs.

As the total amount is between \$2,000 and \$5,000, capital allocation approval is required from Executive Board in order to proceed as per Corporate Bylaw 3, Section 12.1.1.2.

Capital expenditure approval is also required by Executive Board as the total amount exceeds \$2,000 but is less than \$10,000, as per Corporate Bylaw 3, Section 12.2.1.3.

Proposed items:

1. [Mobile Cabinet Workbench - 72 x 30", Composite Wood Top H-6998-WOOD - Uline](#)

Qty: 1  
Cost: \$1,111.00

2. [Industrial Storage Cabinet - 36 x 24 x 72", Assembled, Gray H-2216AGR - Uline](#)

Qty: 2  
Cost: \$828 each = \$1,656.00

Cost: \$2,767.00  
HST: \$276.38  
Shipping: \$128.21  
**Total cost: \$3,271.59**

The attached document outlines the costs as per the Uline web site.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Stajcer', with a stylized, cursive script.

Daniela Stajcer  
Executive Assistant

# REVIEW AND SUBMIT

ADDRESS SHIPPING PAYMENT **REVIEW AND SUBMIT**

Submit Order

Billing Address	Shipping Address <a href="#">Change</a>	Shipping <a href="#">Change</a>	Payment <a href="#">Change</a>
MCMaster UNIV 1280 MAIN ST W SUITE 1 HAMILTON, ON L8S4K1 CA  Uline Account #: 9302922 Order Placed by: DANIELA STAJCER	MCMaster STUDENTS UNION 1280 MAIN ST W HAMILTON, ON L8S0A4 CA  ATTN: Daniela Stajcer	Motor Freight - Apex Delivery Time: 1 day Ships: Today Delivers on: 9/26/2023 Ships From: MILTON, ON  <input checked="" type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Lifgate Service  Add Freight Options <a href="#">?</a> Add Special Instructions	Invoice Me - Pay within 30 days  Add PO#    Add Priority code <a href="#">?</a>

**Order Notes**

**!** UPS Standard is not available for this order. Certain item(s) exceed UPS Standard size, weight, or hazardous material restrictions.

Model #	Description	Unit Cost	Qty	Ext. Cost
H-2216AGR	Industrial Storage Cabinet - 36 x 24 x 72", Assembled, Gray	\$828.00 / EA	2	\$1,656.00
H-6998-WOOD	Mobile Cabinet Workbench - 72 x 30", Composite Wood Top	\$1111.00 / EA	1	\$1,111.00

You qualify for a free item! [Select here.](#)

Subtotal = \$2,767.00  
 HST = \$376.38  
 Shipping/Handling = \$128.21  
**Total (\$ CA) = \$3,271.59**

[Edit Cart](#)

[Pricing Request \(pdf\)](#) [?](#)

An order confirmation will be sent to ASSISTANT@MSU.MCMaster.CA [?](#)

Email me a shipping confirmation.

Email me a reorder reminder on 10/25/2023 

Submit Order