TO: All Equipment Trust Fund Participants (see Distribution List Below)

FROM: Bruce G. Aird, University Budget Officer

SUBJECT: Equipment Trust Fund Procedures 2016

Detailed below are the procedures for the Higher Education Equipment Trust Fund 15/16 round. Please ensure that all staff responsible for ordering and/or managing ETF equipment is aware of these procedures.

1. **FY16 requisitions** shall be received in Procurement Services by March 25, 2016. If your ETF allocation is not committed by the deadline, balances may be reallocated to other programs on a priority basis.

2. All items ordered under this ETF cycle **must be received and invoiced no later than June 24, 2016**. This includes high tech research equipment requiring calibration/installation/software fine-tuning.

3. ETF budgets should be monitored carefully and reconciled to ensure that outstanding encumbrances are still valid or need to be liquidated. Please note that the list of authorized ETF items typically exceeds the ETF budget allocation to allow flexibility to adapt to price fluctuations. However, ETF Coordinators must ensure that Departments monitor and reconcile orders and **stay within the ETF Budget Allocation**.

4. Multiple items which will be combined and used as one system shall be purchased using one ETF number. A **system is defined as a group of component parts joined to form a functional unit and shall remain as a functional unit for the life of the asset**. Each component of the system shall be entered together on the same line item on the requisition and shall refer to the corresponding ETF number. Freight/shipping charges shall be entered on a separate line item with the appropriate commodity code (96286) and sub-account code (5021).

Your success in having requisitions submitted by **March 25, 2016** is a key factor in getting all equipment to the University prior to **June 24, 2016**. Timeliness is critical so that all submissions for State reimbursement can be made within the designated time frame and all funds recouped. Your continued support is appreciated!
**Distribution List**

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<th>ETF Coordinator</th>
<th>ETF Contacts</th>
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<td>Jim Duffy</td>
<td>Pat Beauter</td>
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<tr>
<td>College of Arts &amp; Letters</td>
<td>Dr. Charles Wilson</td>
<td>Dr. Janet Katz</td>
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<tr>
<td>College of Business</td>
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<td>Research</td>
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<td>Dr. Ravi Mukkamala</td>
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<td>Higher Ed Centers</td>
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<td>Information Technology</td>
<td>Robert Kline</td>
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<td>Rusty Waterfield</td>
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**PROCEDURE: EQUIPMENT TRUST FUND (ETF) 2015-2016**

I. The following guidelines apply to purchases made with Equipment Trust Funds:

A. **Authorization for Purchase forms shall not** be utilized to purchase ETF equipment.

B. The **Purchase Card shall not** be utilized to purchase ETF equipment.

C. Items being purchased must match the description associated with the ETF number assigned.

D. ETF purchases **must be $500 or greater**. Purchases less than $500 do not qualify.

E. Consumables, supplies or any equipment not expected to last the required retention period **are not** an appropriate ETF purchase.

F. Freight charges that are included in the cost of the item (same requisition) may be paid for with ETF funds. Separate freight charges cannot be paid with ETF funds.

G. ETF and Non-ETF equipment purchases should be requested on separate requisitions.

II. All ETF orders will be processed through eVA, with the exception of Apple items purchased from the bookstore (Follett, refer to section IV.B). All requisitions (eVA and paper) for ETF procurements shall be received in Procurement Services by March 25, 2016. Additionally, all ETF items must be received and invoiced no later than June 24, 2016.

III. Requisitions

A. Each requisition must be filled out completely and include the following:

**eVA Users**

1. eVA electronic requisitions must note “ETF” and the ETF budget code in the title line and check the “Equipment Trust Fund” checkbox on the first screen of the requisition.

2. eVA electronic requisitions should include contract number in each line item contract number field whenever applicable.
3. If you provide a suggested vendor, also provide the name of the contact person, phone number, fax number, and vendor tax identification number.

4. Indicate on the requisition if prices quoted by the vendor include freight/shipping or if freight/shipping will be an additional charge. If freight/shipping is not included in the quote then freight/shipping shall be added on a separate line item with the appropriate freight/shipping commodity code number 96286 and sub-account code 5021.

5. Indicate on the requisition if prices quoted by the vendor include installation, testing, or calibration.

6. If available, include information on any additional sources or vendors.

7. Systems:
   a. All component parts of a system related to a particular ETF number shall be submitted on the same line item with the exception of freight/shipping. This ensures an entire ETF number is tracked through the system and submitted correctly for reimbursement.
   b. Any software should be noted with cost on the same line item as the equipment.
   c. Multiple Vendors: When multiple vendors are used to fulfill a system order,
      i. Note in the comment section of the requisition ‘System involves multiple purchase orders’.
      ii. General Accounting must be notified at the time the orders are created in eVA by sending a detailed list to FixedAssets@odu.edu including:
          1. Vendors’ names
          2. Descriptions
          3. Amounts.
      iii. All POs associated with the “system” shall reference the same ETF number.
      iv. “System involves multiple purchase orders” shall be noted in the comment section of the requisition.

8. eVA electronic requisitions require budget code, sub-account code and ETF number for each line item. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for a “system”.

9. All ETF items, with the exception of equipment that requires installation and/or calibration, must be delivered to ODU Property Control. In the overall PO comment section of the requisition, the final delivery location must be stated to include the building, room number, contact name and contact phone number of the person responsible for the department’s inventory of equipment, and any other special delivery instructions.

Non-eVA Users
(Paper Requisitions shall be submitted to Procurement Services)

1. The ordering department / contact person shall be specified and shall be the point of contact able to authorize changes and answer questions.

2. If you are placing an order against a contract, indicate the contract number in the space provided on the requisition in the upper left corner.

3. If you provide a suggested vendor, also provide the name of the contact person, phone number, fax number, and vendor tax identification number.

4. Indicate on the requisition if prices quoted by the vendor include freight/shipping or if freight/shipping will be an additional charge.
5. Indicate on the requisition if prices quoted by the vendor include installation, testing or calibration.

6. If available, include information on any additional sources or vendors.

7. Systems:
   a. All component parts of a system related to a particular ETF number shall be submitted together on the same line item with the exception of freight/shipping. This ensures an entire ETF number is tracked through the system and submitted correctly for reimbursement.
   b. Any software should be noted with cost on the same line item as the equipment.
   c. Multiple Vendors: When multiple vendors are used to fulfill a system order,
      i. Note in the comment section of the requisition ‘System involves multiple purchase orders’.
      ii. General Accounting must be notified at the time the orders are created in eVA by sending a detailed list to FixedAssets@odu.edu including:
         1. Vendors’ names
         2. Descriptions
         3. Amounts.
      iii. All POs associated with the “system” shall reference the same ETF number.
      iv. “System involves multiple purchase orders” shall be noted on the requisition.

8. For each line item on the purchase requisition enter the appropriate ETF budget code, ETF sub-account code and ETF number.

9. When submitting a paper requisition for more items than can be entered in the space allotted, attach the list of items and note in the description field that a detailed list is attached.

10. All ETF items, with the exception of equipment that requires installation and/or calibration, must be delivered to ODU Property Control. The final delivery location must be stated on the requisition to include the building, room number, contact name and contact phone number of the person responsible for the department’s inventory of equipment, and any other special delivery instructions.

B. Incomplete requisitions will be returned with deficiencies noted. Multiple line item requisitions submitted without corresponding ETF numbers will be returned. Corrected requisitions should be forwarded to Procurement Services for processing.

C. All items delivered to Property Control will be tagged, added to the University’s inventory, and scheduled for immediate delivery upon completion of asset tagging and eReceiving process.

D. For questions concerning the ETF procurement process, please contact Procurement Services at 683-3105. ETF guidelines for eVA Users are located on the Procurement Services Website (http://www.odu.edu/facultystaff/university-business/purchasing/eva).
IV. Computer Purchases:
A. All faculty and staff desktop and laptop computer purchases shall be made via existing University contract vendors: Dell and Apple. Details of the purchase program and order information for each vendor can be found at http://www.odu.edu/facultystaff/computing/workstations/institutional-computer-purchase

B. ETF Apple items must be purchased from the Bookstore. The ETF Purchase Authorization form may be found at https://www.odu.edu/content/dam/odu/offices/monarch-techstore/docs/university-village-bookstore-ETF-purchase-authorization-form.pdf

ETF Apple computer purchases from the Bookstore are delivered to the Property Control warehouse by the Bookstore staff for inventory tagging. Property Control will coordinate the deliveries of the Bookstore ETF Apple purchases to the designated departments after tagging is complete.

C. In addition, please note that it is not allowable to include add-on accessory items such as iPad cover’s, keyboard’s, cases, etc. in order to meet the $500 cost requirement.

V. Appropriate use of Banner expenditure sub-accounts on all requisitions are critical for inventory tagging requirements and reconciliation with Finance reimbursement submissions to SCHEV. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for a “system.” Sub-account codes including ETF specific codes for items under $5,000 can be found on the Budget Office website at: http://www.odu.edu/facultystaff/university-business/budget/resources

VI. Property Control will ensure the electronic receiver in Banner is completed appropriately for all purchase orders related to equipment delivered to Property Control. If equipment must be delivered directly to a department due to requirements for calibration and/or installation, please ensure that General Accounting is notified (FixedAssets@odu.edu) immediately upon receipt, so they can schedule an asset tagging appointment. The receiving department will be responsible for completing the electronic receiver in Banner for equipment delivered directly to their location.

VII. General Accounting will ensure all inventory data is accurately entered into Banner prior to submission to SCHEV. It is critical that ETF Coordinators collaborate with the department Fixed Asset Coordinator and ensure their departments maintain inventory tracking and control systems.

VIII. ETF Budget Unit Directors (see page 2) must notify Linda Meyers, Finance Systems Manager, verifying who has signature authority for approving the expenditure of ETF funds. The Master Signature List Form may be utilized to document additions/changes (http://odu.edu/facultystaff/university-business/information-management/data-control/authorized-signature-list)

No one may authorize their own signature authority, so Associate Deans must have their Dean approve the Master Signature List Form. The initial signature list and Budget Unit create form will be distributed to each BUD under a separate cover. Budget Unit Directors must also send their approval via email to the eVA Systems Administrator at jnhall@odu.edu in order to have the ETF budget code added to eVA.
IX. In addition, Budget Unit Directors (see page 2) must request specific Banner access levels for staff monitoring ETF budgets. Note most Banner users will require the FIN_EVERYONE role. All Banner requests should be emailed to LMeyers@odu.edu.

X. The University recommended life-cycle for a computer still remains at 5 years. Beginning with the 2010 ETF cycle, ETF computers must remain on the active inventory for a minimum of 4 years. All other ETF equipment must remain on the active inventory for 7 years. **ETF equipment cannot be turned in to Property Control for surplus/disposal while it remains on the active inventory (4 years for computers, 7 years for all other equipment).** In addition, systems cannot be separated for partial disposal, i.e., ETF computer monitors cannot be turned in separately. For turn-in dates, refer to ETF Retention Schedule at [http://www.odu.edu/content/dam/odu/offices/finance-office/docs/etf-retention-schedule.pdf](http://www.odu.edu/content/dam/odu/offices/finance-office/docs/etf-retention-schedule.pdf)

XI. If a department has ETF money available nearing the end of the round due to savings from the procurement process, such savings and revised plans (need for additional ETF numbers, etc.) should be discussed with Bruce Aird, University Budget Officer at 683-3089.