Old Dominion University
Higher Education Equipment Trust Fund
FY2018 Procedures

1.0 INTRODUCTION

The Higher Education Equipment Trust Fund (HEETF) was established by the General Assembly to provide funding to purchase equipment needed for instruction and research. The State Council of Higher Education for Virginia (SCHEV) works together with the Virginia College Building Authority (VCBA), and the Department of Treasury to administer HEETF through the financing of Trust Funds and the issuance of revenue bonds. Based on identified equipment needs, the General Assembly allocates appropriation to each Institution for the purchase of HEETF Equipment. Each institution then purchases equipment using their operating funds and submits requests for reimbursement from the Trust Fund.

Replacing General and Obsolete equipment is the primary focus for the Trust Fund; with an emphasis on accomplishing the following goals outlined by SCHEV:

- Significantly reduce the amount of obsolete technology and equipment
- Provide every student with access to an appropriate level of information and technology
- Establish a statewide network that supports and encourages sharing and cooperation
- Provide every faculty member with appropriate equipment and training to use technology in support of teaching and learning
- Support faculty in the introduction of new ways of instruction and learning, provide courses customized to student needs, and take advantage of distance-learning opportunities
- Install high quality, easy-access, network-deliverable student support services, such as transcripts, grades, class scheduling, and account balance and payment information
- Install management information systems that are flexible and directly accessible to users to help support administrative restructuring and cost-containment

2.0 PURPOSE

The purpose of this document is to clarify The Higher Education Equipment Trust Fund guidelines and establish consistent procedures for execution of the program.

3.0 DEFINITIONS

SYSTEM – An assemblage of instruments, modules, and components that together form a single functional unit which performs a specific task, and will remain assembled as a single functional unit for the entirety of its useful life. Examples: Oscilloscope with probes, recording spectrophotometer with demountable cell assembly and windows, or a computer with printer. An order for 5 $100 keyboards for computers is not a system.

RETENTION PERIOD – The time-frame in which equipment will remain in service for its original purpose. For example, computing equipment (Desktops, Laptops, Computer Monitors, iPads, and Printers) requires a minimum 3 year retention period while all other ETF equipment requires 7 years.
REQUISITION FORM – Formal request document for equipment purchases. This includes all information needed to process the purchase request for ETF (Equipment, quotes, suggested vendor, ETF number, etc.).

FREIGHT CHARGES – Charges for the transportation of goods. These charges can only be paid using VCBA funding if they are included in the total cost of the equipment.

INSTALLATION COSTS – Cost for unpacking, setting up, and testing the equipment. Building modifications, new electrical outlets, etc. are not allowable costs. Installation charges may be submitted for HEETF reimbursement only if they are included on the same payment voucher as the equipment.

ETF NUMBER – Number assigned to each item or system that serves as a cross-reference for SCHEV’s authorization records and VCBA’s payment process.

4.0 GUIDELINES

- Each item and/or system must cost $500 or greater and not be considered an excluded item from the HEETF “Exclusion List” (See Attachments) in order to qualify for the ETF reimbursement.
- “Authorization for Purchase” forms shall not be utilized to purchase ETF equipment.
- Purchase Cards shall not be used to purchase ETF equipment.
- Items being purchased must match the description associated with the ETF authorization number assigned.
- In addition to the items identified in the exclusion list (attached), consumables, supplies or any equipment not expected to last the required retention are not permitted as an ETF purchase.
- ETF and Non-ETF equipment purchases should be requested on separate requisitions.
- FY18 requisitions shall be received in Procurement Services by March 9, 2018. If your ETF allocation is not committed by this deadline, balances may be reallocated to other programs on a priority basis.
- All items and system components must be received and paid in full by the university before a reimbursement request is submitted to SCHEV for processing. As such, all items and system components ordered under this ETF cycle must be received and invoiced no later than June 22, 2018. This includes high tech research equipment requiring calibration/ installation/ software fine-tuning.
- Respective departments’ ETF budgets should be monitored and reconciled to ensure outstanding encumbrances are still valid or need to be liquidated. ETF Coordinators must ensure that Departments monitor and reconcile orders and stay within the ETF Budget Allocation.
- Components of a system must be purchased using one ETF number and entered on separate lines of the purchase order referencing the corresponding ETF number of the system. Every effort should be made to order all components of the system from one vendor.
- Freight/shipping charges shall be entered on the same purchase order as the equipment, but on a separate line item with the appropriate commodity code (96286) and sub-account code (5021).
- Installation costs should be entered on the same purchase order as the equipment, but on separate line items.
- Once an assemblage of components are deemed a “system”, they cannot be
separated for partial disposal, i.e., a recording spectrophotometer with
demountable cell assembly and windows that was approved as a system must be
maintained as a system for the entire retention period and disposed of as a single
unit.

5.0 PROCEDURE

I. All ETF orders will be processed through eVA, with the exception of Apple items
   purchased from the bookstore (refer to section III.B). All requisitions (eVA and paper)
   for ETF procurements shall be received in Procurement Services by March 9, 2018.
   Additionally, all ETF items must be received and invoiced no later than June 22, 2018.

II. 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 the 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, and any related freight and or
            installation costs that are related to a particular ETF authorization
            number, shall be submitted on separate line items on the purchase
            order. This ensures an entire ETF number is tracked through the
            Fixed Asset system and reported accurately to SCHEV for
            reimbursement.
         b. Any related software should be noted with cost on the same line item
            as the equipment.
         c. Multiple Vendors: While every effort should be made to utilize a
            single vendor for the purchase of a system, when multiple vendors
            are absolutely required,
            i. Note in the comment section of the requisition “System involves
               multiple purchase orders” and the associated requisitions or
               purchase orders, if available.
            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 authorization number.

8. eVA electronic requisitions require budget code, sub-account code and ETF number for each line item. When purchasing a system 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, and any related freight and or installation costs that are related to a particular ETF authorization number, shall be submitted on separate line items on the purchase order. This ensures an entire ETF number is tracked through the Fixed Asset system and reported accurately to SCHEV for reimbursement.
   b. Any related software should be noted with cost on the same line item as the equipment.
   c. Multiple Vendors: While every effort should be made to utilize a single vendor for the purchase of a system, when multiple vendors are absolutely required,
      i. Note in the comment section of the requisition “**System involves multiple purchase orders**” and the associated requisitions or purchase orders, if available.
      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 authorization number.

8. For each line item on the purchase requisition enter the appropriate ETF
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).

III. 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.

IV. 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.” A listing of expenditure sub-account codes may be found on the Budget Office website at: http://www.odu.edu/facultystaff/university-business/budget/resources
V. 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.

VI. 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.

VII. Signature Authority and Banner Access: ETF Budget Unit Directors (see attached) must notify Linda Meyers, Finance Systems Manager, verifying who will have signature authority for approving the expenditure of ETF funds. The Master Signature List Form may be utilized to document additions/changes http://www.odu.edu/content/dam/odu/offices/finance-office/data/master-signature-list.pdf

A. No one may authorize their own signature authority. i.e. (Associate Deans must have their Dean approve the Master Signature List Form).
B. The initial signature list and Budget Unit create form will be distributed to each BUD by the University Budget Office.
C. Budget Unit Directors must also send their approval via email to the eVA Systems Administrator at procurement@odu.edu in order to have the ETF budget code(s) added to eVA. Procurement Services will work with the Budget Unit Directors and ETF Coordinators to get the appropriate procurement documents signed and budget code(s) added to eVA.
D. In addition, Budget Unit Directors (see attachment) 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.

VIII. Retention Periods: ETF Computing Equipment (Desktops, Laptops, Computer Monitors, iPads, and Printers) must remain on the active inventory for a minimum of 3 years. All other ETF equipment must remain on the active inventory for 7 years. ETF equipment shall not be turned in to Property Control for surplus/disposal during the retention period. In addition, systems must remain intact throughout the retention period and shall be disposed of as a single system. Refer to ETF Retention Schedule at: https://www.odu.edu/content/dam/odu/offices/finance-office/docs/etf-retention-schedule.pdf

IX. If a department has ETF money available due to savings from the procurement process, such savings and revised plans should be discussed with the University Budget Office. If approved, the Budget Office will provide additional ETF authorization numbers.

- Tiffany Hampton, Assoc. Budget Officer (3-3130) or thampto@odu.edu
- Bruce Aird, University Budget Officer (3-3089) or baird@odu.edu
6.0 ATTACHMENTS

- HEETF Exclusion List
- Distribution List
HEETF Exclusion List

The Following Items:

- Library Books, Films, Videotapes, DVD's and Library Materials
- Microfilm Collection and Materials
- Library Shelving
- Office Appurtenances (Blinds, Carpets, File Cabinets and Similar Items)
- Office Furniture (Desks, Chairs, Tables and Similar Items)
- Transportation Equipment
- Equipment Normally Affixed to a Building or Functional as a Part of an Operating System of a Building
- Climate Control and Security Systems
- General Telecommunications Equipment
- Buildings
- Equipment With a Useful Life Less Than 3 Years
- General Applications Software (Lotus, Excel, Word, etc.)
- Items Costing Less Than $500
- Used Equipment

The Following Programs:

All Programs
All Programs
All Programs
All Programs
All Programs
All Programs
All Programs
Public Service and Physical Plant
All Programs
All Programs
All Programs
All Programs
All Programs
## Distribution List

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>Budget Unit Director</th>
<th>ETF Coordinator</th>
<th>ETF Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Jim Duffy</td>
<td>Jim Duffy</td>
<td>Maria Bowman</td>
</tr>
<tr>
<td>College of Arts &amp; Letters</td>
<td>Dr. Kent Sandstrom</td>
<td>Dr. Janet Katz</td>
<td>Dr. Janet Katz</td>
</tr>
<tr>
<td>College of Business</td>
<td>Dr. Jeff Tanner</td>
<td>Dr. Connie Merriman</td>
<td>John Barker</td>
</tr>
<tr>
<td>College of Education</td>
<td>Dr. Jane Bray</td>
<td>Carmela Casey</td>
<td>Carmela Casey</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Dr. Stephanie Adams</td>
<td>Nina Gonser</td>
<td>Keisha Riddick</td>
</tr>
<tr>
<td>College of Health Sciences</td>
<td>Richardean Benjamin</td>
<td>Deborah Bauman</td>
<td>Betsy Thomas</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Andy Casiello</td>
<td>Andy Casiello</td>
<td>Sabrina Bruno</td>
</tr>
<tr>
<td>International Programs</td>
<td>Dr. Steven Bell</td>
<td>Annette Hurdle</td>
<td>Annette Hurdle</td>
</tr>
<tr>
<td>University Library</td>
<td>George Fowler</td>
<td>Morel Fry</td>
<td>Morel Fry, Margaret Oliver</td>
</tr>
<tr>
<td>Research</td>
<td>Morris Fowler</td>
<td>Tawana Hardy</td>
<td>Tawana Hardy</td>
</tr>
<tr>
<td>College of Science</td>
<td>Dr. Gail Dodge</td>
<td>Richard Waters</td>
<td>Richard Waters</td>
</tr>
<tr>
<td>Center for High Impact Practices</td>
<td>Lisa Mayes</td>
<td>Lisa Dunbar</td>
<td>Lisa Dunbar</td>
</tr>
<tr>
<td>Higher Ed Centers</td>
<td>Renee Olander</td>
<td>Renee Olander</td>
<td>Diane Leegwater</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Robert Kline</td>
<td>Robert Kline</td>
<td>Rusty Waterfield</td>
</tr>
</tbody>
</table>