



University Budget Office
219 Koch Hall, Norfolk, Virginia 23529

(757) 683-3127 Phone
www.odu.edu/budget

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

FROM: Jim Duffy, Associate Budget Officer

SUBJECT: Equipment Trust Fund Procedures 2007 @ 11/29/2006

Detailed below are the procedures for the Higher Education Equipment Trust Fund 06/07 round. Please ensure that all staff responsible for ordering and/or managing ETF equipment are aware of these procedures.

1. Each line item on the requisition shall refer to the corresponding ETF authorization number. **Multiple items which will be combined and used as one system all purchased under one authorization number must be grouped together and identified as one line item for tagging purposes.**

2. **All requisitions** shall be received in Materiel Management **prior to March 30, 2007. No exceptions.** The dollar volume received this round is approximately \$4.9 million, therefore, it is very important that requisitions are submitted in a timely manner to allow adequate time for processing. If your ETF allocation is not committed by the deadline, balances **will be reallocated** to other programs on a priority basis.

3. **All items ordered under this ETF cycle must be received and invoiced no later than June 8, 2007. This includes high tech research equipment requiring calibration/installation/software fine-tuning.**

4. **ETF budgets should be *monitored carefully and reconciled* to ensure that outstanding encumbrances are still valid or need to be liquidated. ETF Coordinators need to ensure that Departments monitor and reconcile orders as well.**

Your success in having requisitions submitted by the deadline is a key factor in getting all equipment to the University prior to the close of the round. ***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

OFFICE	ETF Coordinator	ETF Contacts
Academic Affairs	Bill McMahan	Pat Beauter
College of Arts & Letters	Dr. Janet Katz	Jeraldine Davis & Jeff Mann
College of Business	Dr. Ali Ardalani	John Barker
College of Education	Dr. David Branch	Brian Hodson
College of Engineering	Dr. Bernie Bohm	Carrie Duran
College of Health Sciences	Deborah Bauman	Betsy Thomas
College of Science	Phyllis Brown	Phyllis Brown
University Library	Morel Fry	Morel Fry, Margaret Oliver
Distance Learning	Andy Casiello	Sabrina Bruno
University College	Dr. Charles Wilson	Pat Beauter
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International Programs	Steve Johnson	Patti Thorne
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Admissions	Alice McAduffy	Carolyn Eakin, Carolyn Wood
Research	Tawana Hardy	Tawana Hardy
Research Modeling & Simulation	Sheila Flanagan	Tawana Hardy, Bob Armstrong
OCCS	Rusty Waterfield	Earle Gower, Paula Jamison
Finance	Vanessa Walker	Thea Jones, Deborah Goodman
Materiel Management	Jerri Kemp	Millie Jones, Harry Smithson



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PROCEDURE: EQUIPMENT TRUST FUND (ETF) 2006 – 2007

- I. The following guidelines apply to purchases made with Equipment Trust Funds:
 - A. Limited Purchase Orders (LPOs) **shall not** be utilized to purchase ETF equipment.
 - B. The small purchase charge card (GE Master Card) **shall not** be utilized to purchase ETF equipment.
 - C. Items being purchased must match the description associated the ETF authorization number assigned.
 - D. ETF purchases must be \$500 or greater. Purchases less than \$500 do not qualify.
 - E. 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.
 - F. **ETF and Non-ETF purchases should be requested on separate requisitions. No split-coding allowed.**
- II. All requisitions for ETF procurements must be received in Materiel Management by March 30, 2007. Additionally, all items must be delivered and invoiced before the close of the 06/07 round on June 8, 2007.
- III. Requisitions
 - A. Each requisition must be filled out completely and include the following:
 1. Requisitions shall be typed and legible; eVA electronic requisitions must note "ETF" in the title line and check the "Equipment Trust Fund?" checkbox on the first screen of the requisition.
 2. The ordering agency / contact person shall be specified and shall be the point of contact able to authorize changes and answer questions.
 3. 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; eVA electronic requisitions should include contract number in the contract number field whenever applicable.
 4. If you provide a suggested vendor, also provide the name of the contact person, phone number and fax number.
 5. ETF equipment requisitions \$500 - \$1,000 may include any faxes or quotes received from the vendor. ETF equipment exceeding \$1,000 to be purchased from a non-contract vendor shall be processed in eVA via QuickQuote.
 6. Be sure to indicate on the requisition if prices quoted by the vendor include freight or if shipping will be an additional charge.



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7. Be sure to indicate on the requisition if prices quoted by the vendor include installation.
 8. If available, include information on any additional sources or vendors.
 9. Enter the appropriate budget code and sub-account code on each requisition; eVA electronic requisitions require budget code and sub-account code to be listed in the title line.
 10. Each line item must reference a corresponding ETF authorization number.
 11. All ETF items will be delivered to the Central Warehouse unless installation or calibration is required. Be sure to note on the requisition the final location (building and room number) for inventory purposes.
 12. Clearly note the building, room number and any other special delivery instructions for items requiring direct delivery due to installation or calibration requirements.
- B. Incomplete requisitions will be returned with deficiencies noted. Multi line item requisitions submitted without corresponding ETF numbers will also be returned. Corrected requisitions should be forwarded to Materiel Management for processing.
- C. ***All equipment relating to a particular ETF number must be submitted on the same requisition.*** This ensures an entire reference number is tracked through the system and submitted correctly for reimbursement.
- D. Additional requisitions submitted referencing an ETF number previously used will be returned. Upon receipt, the department should contact Jim Duffy (jduffy@odu.edu or telephone number 683-3089) to request a new authorization number for the item(s).
- IV. **Computer Purchases:** Please note that **extra charges for site licenses** may apply ***and need to be added to the total purchase order*** amount to accurately track the total cost. Note on the purchase requisition the site license software and cost. Please do not list this information as a line item, only as a note. Complete the online order form for the site license listed on the purchase requisition(s). The order form can be found at: <http://jasper.ts.odu.edu/Apps/SiteLicense/SiteLicense.nsf/SiteLicenseOrder?OpenForm>.
- V. When submitting a 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.
- VI. Appropriate use of Banner sub-accounts on paper requisitions and eVA requisitions are critical for Materiel Management tagging and reconciliation with Finance reimbursement submissions. 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/af/budget/faq/expensesubaccounts2007.pdf>
- VII. Property Control will ensure the receiving copies of the purchase orders for equipment delivered to the warehouse are sent to accounts payable indicating the appropriate delivery status (partial or complete). If equipment requiring calibration and/or installation must be



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delivered directly to a department, please ensure that Materiel Management is notified and the receiving copies of the purchase orders for equipment are sent to accounts payable indicating the appropriate delivery status (partial or complete).

- VIII. Property Control will ensure all inventory data is accurately entered into BANNER prior to submission to SCHEV. It is critical that ETF Coordinators ensure their departments maintain inventory tracking and control systems.
- IX. ETF Budget Unit Directors **must send an email** to Linda Meyers, Finance Data Control Manager, verifying who has **signature authority** for approving the expenditure of ETF funds. In addition, **Budget Unit Directors must request** specific **Banner access levels** for staff monitoring ETF budgets. Note most Banner users will require: Budget Query; Chart Validation; and A/P Vendor research. A number of the ETF Banner users have Materiel Management Inquiry and this also needs to be requested again. All requests should be emailed to LMeyers@odu.edu and please copy Sylvia Chaffin, OCCS Computer Accounts Manager at SChaffin@odu.edu and Jim Duffy at JDuffy@odu.edu
- X. In accordance with SCHEV and Virginia Department of the Treasury requirements, ETF equipment must remain on active inventory for a minimum of 5 years. **ETF equipment cannot be turned in to Property Control for surplus/disposal within the first five years of purchase.** In addition, systems cannot be separated for partial disposal, i.e., ETF computer monitors cannot be turned in separately.
- 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 Jim Duffy, Associate Budget Officer at 3-3089.