



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
Rick Berry, Executive Director of Construction & Procurement Services

SUBJECT: Equipment Trust Fund Procedures 2009 @ 11/20/2008

Detailed below are the procedures for the Higher Education Equipment Trust Fund 08/09 round. Please ensure that all staff responsible for ordering and/or managing ETF equipment are aware of these procedures.

1. **All requisitions** shall be received in Materiel Management **prior to March 31, 2009. No exceptions.** eVA electronic purchase requisition access will be terminated on March 31st. If your ETF allocation is not committed by the deadline, balances **will be reallocated** to other programs on a priority basis. Likewise, ETF orders should not include all items from your eligible list as actual expenditures cannot exceed your budget allocation.

2. All items ordered under this ETF cycle must be **received and invoiced no later than June 12, 2009.** 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. ETF Coordinators need to ensure that Departments monitor and reconcile orders as well.

4. 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.

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 McMahon	Pat Beuter
College of Arts & Letters	Dr. Janet Katz	Jeraldine Davis & Jeff Mann
College of Business	Dr. Ali Ardalan	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	Dr. Chris Osgood	Dana Oblak
University Library	Morel Fry	Morel Fry, Margaret Oliver
Distance Learning	Andy Casiello	Sabrina Bruno
University College	Dr. Charles Wilson	Pat Beuter
Higher Ed Centers	Dr. Charles Wilson	Pat Beuter
Registrar	Mary Swartz	Missy Barber
Admissions	Alice McAdory	Carolyn Eakin, Carolyn Wood
Research	Tawana Hardy	Tawana Hardy
Student Affairs	Dr. Geneva Walker-Johnson	Dianne Pieper
OCCS	Rusty Waterfield	Earle Gower, Paula Jamison
Development	Kelvin Arthur	Shacola Generals



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PROCEDURE: EQUIPMENT TRUST FUND (ETF) 2008 – 2009

- 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 **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 31, 2009. Additionally, all items must be delivered and invoiced before the close of the 08/09 round on June 12, 2009.

- 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. Be sure to indicate on the requisition if prices quoted by the vendor include freight or if shipping will be an additional charge.
 6. Be sure to indicate on the requisition if prices quoted by the vendor include installation.
 7. If available, include information on any additional sources or vendors.
 8. 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. Sub account codes are to be assigned based on unit cost, not total purchase order amount.
 9. Each line item must reference a corresponding **unique** ETF authorization number.
 10. All ETF items will be delivered to the Central Receiving unless installation or calibration is required. Be sure to note on the requisition the final location (building and room number) for inventory purposes. eVA users will need to change their default delivery location to Central Receiving for ETF purchases.



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11. 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. ETF numbers should only be used once. Duplicate ETF number utilization will cause ETF system problems. If a new ETF number is needed, department should contact Jim Duffy (jduffy@odu.edu or telephone number 683-3089) to request a new authorization number for the item(s).
 - E. All items delivered to Central Receiving will be tagged, added to the University's inventory, and scheduled for immediate delivery upon receipt. The Central Warehouse has been closed and there is no facility available for storage.
 - F. For questions concerning the ETF procurement process, please contact Jerri Kemp at jkemp@odu.edu or Harry Smithson at hsmiths@odu.edu.
- IV. **Computer Purchases:**
- All faculty and staff desktop and laptop computer purchases shall be made via existing University contract vendors, Lenovo and Apple. Details of the purchase program and order information for each vendor can be found at <http://occs.odu.edu/hardwaresoftware/purchase/>
 - 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/SiteLicense06.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/expensesubaccounts2009.pdf>
- VII. Property Control will ensure the receiving copy of the purchase order for equipment delivered to Central Receiving is sent to accounts payable indicating the appropriate delivery status



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(partial or complete). If equipment requiring calibration and/or installation must be 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 notify** Linda Meyers, Finance Data Control Manager, verifying who has **signature authority** for approving the expenditure of ETF funds. The Master Signature List Adds **template** can be utilized. **This action must be taken to activate eVA account access for placing ETF orders.** 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 Banner requests should be emailed to LMeyers@odu.edu and please copy Sylvia Chaffin, OCCS Computer Accounts Manager at SChaffin@odu.edu, Jerri Kemp, Assistant to Materiel Management Director for Programs and Compliance at jkemp@odu.edu and Jim Duffy at JDuffy@odu.edu.

