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

FROM: Bruce G. Aird, University Budget Officer

SUBJECT: Equipment Trust Fund Procedures 2015

Detailed below are the procedures for the Higher Education Equipment Trust Fund 14/15 round. Please ensure that all staff responsible for ordering and/or managing ETF equipment is aware of these procedures.

1. **FY15 requisitions** shall be received in Procurement Services by **March 27, 2015**. 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 26, 2015**. 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 and stay within the ETF Budget Allocation. Please note that your eligible list of ETF items exceeds your budget allocation.

4. Multiple items which will be combined and used as one system shall be purchased using one authorization 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 authorization number. Freight/shipping charges shall be entered on a separate line item with the appropriate commodity code and sub-account code.

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!
PROCEDURE: EQUIPMENT TRUST FUND (ETF) 2014-2015

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 authorization 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 purchases should be requested on separate requisitions. No split-coding allowed.

II. All ETF orders will be processed through eVA. All requisitions (eVA and paper) for ETF procurements shall be received in Procurement Services by March 27, 2015. Additionally, all ETF items must be received and invoiced no later than June 26, 2015.

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 the 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. Include freight/shipping 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 authorization 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. In the rare situation where multiple vendors are being utilized to provide the various components of a “system,”
      i. All POs associated with the “system” shall reference the same ETF authorization number.
      ii. “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 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.

10. The custodial budget code of the equipment must be noted in the comment section of the requisition for inventory purposes.

Non-eVA Users

1. (Paper Requisitions shall be submitted to Procurement Services)
   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 authorization 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. In the rare situation where multiple vendors are being utilized to provide the various components of a “system,”
      i. All POs associated with the “system” shall reference the same ETF authorization number.
      ii. “System involves multiple purchase orders” shall be noted on the requisition.
8. Enter the appropriate budget code, sub-account code and ETF number on each requisition.
9. 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.
10. The custodial budget code of the equipment must be noted on the requisition for inventory purposes.

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.

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://occs.odu.edu/hardwaresoftware/purchase/index.shtml

B. 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://occs.odu.edu/hardwaresoftware/sitelist/index.shtml

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.

D. Note in the comment section of the requisition “System involves multiple purchase orders” if the computer is a component of a system. (Refer to procedures in section III.A.7 above)

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 expenditure sub-accounts on paper requisitions and eVA 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

VII. 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.

VIII. General Accounting 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 (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://ww2.odu.edu/af/finance/facultystaff/data_control/authorized_signature_list.shtml) 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 inhall@odu.edu in order to have the ETF budget code added to eVA.

X. 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.

XI. 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://ww2.odu.edu/af/finance/facultystaff/general_accounting/ETF_Retention_Schedule.pdf

XII. 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.