

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 within the University.

3.0 DEFINITIONS

SYSTEM – An assemblage of instruments, modules, and components that together operate as a single functional unit that interdependently perform a specific task and will remain assembled and operate as a single functional unit for the entirety of its useful life. The system components must be required for the system to perform its specific task.

Example of a system: The purchase of an iPad, chassis, and wheels. Together these items combine to form a robot. The chassis and wheels form the framework of the robot, and the iPad is used for the robot to function. They interdependently work together to form a single functional unit that will remain together for the entirety of its useful life.

RETENTION PERIOD – The timeframe in which equipment will remain in service for its original purpose. For example, computing equipment (Desktops, Laptops, Computer Monitors, Servers, Storage Devices, 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 Budget approved ETF purchases (Equipment, quotes, suggested vendor, ETF number, budget code and sub-account code, 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 costs 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 Addendum below) in order to qualify for the ETF reimbursement. In addition to the items identified in the exclusion list, consumables, supplies or any equipment not expected to last the required retention are not permitted as an ETF purchase.
- Items being purchased must match the description associated with the ETF authorization number assigned. The Office of Budget and Financial Planning will be unable to provide reference numbers to a department without receiving SCHEV's prior approval.
- All ETF orders will be processed through eVA, except for Apple items that must be purchased from the University bookstore.
 - "Authorization for Purchase" (PA01) forms shall not be utilized to purchase ETF equipment.
 - Purchase Cards shall not be used to purchase ETF equipment.
- ETF and Non-ETF equipment purchases shall be requested on separate requisitions.
- FY25 requisitions shall be received in Procurement Services by **March 7, 2025**. If your department's 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 reimbursement requests are submitted to SCHEV for processing.
- As such, all items and system components ordered under the current ETF cycle must be received and invoiced no later than **June 13, 2025**. This includes high tech research equipment requiring calibration/ installation/ software fine-tuning.
- Respective departments are responsible for monitoring and reconciling ETF budgets to ensure outstanding encumbrances are valid or need to be liquidated. ETF Coordinators must ensure Departments monitor and reconcile orders and stay within their respective ETF Budget Allocation.
- While every effort has been made to ensure that only valid ETF items are included in the approved list; should an item be deemed unacceptable for ETF funding after it is procured, the respective Department is responsible for providing alternative sources of funding for the item.

- 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. Should multiple vendors be necessary, please contact Procurement Services for assistance.
- 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 with the appropriate commodity code (96200) and sub account code (5412).
- Once an assemblage of components is deemed a “system”, they may not 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. This standard applies even when a system includes components that individually may have different retention periods. (Computing and Non-computing components in a single system).
- While adjustments to ETF authorization listings are permitted, they must be submitted to the Office of Budget and Financial Planning for prior approval and only when the following circumstances apply: (1) asset is no longer available in the marketplace, (2) asset will not be able to be delivered within the timeline for the current ETF cycle, (3) savings accrued during the procurement process enables the procurement of additional items not included in the originally approved listing. The Office of Budget and Financial Planning will coordinate required approvals for changes with SCHEV.

5.0 **Signature Authority and Banner Access for ETF Budget Code**

Effective July 1, 2024, a new process has been created to better streamline the ETF organization code creation and management process.

- ETF allocations will be managed in two reusable organization codes, alternating one organization code for even years and organization code for odd years based on the annual ETF allocation. Example below:

Level 4	Level 4 Desc	Level 5	Level 5 Desc	Default Fund	Fund Desc	Year
XNVET	HEETF	1ALZ5	ARTS & LETTERS ODD YR ETF	012001	ETF FY 25	Odd Year
XNVET	HEETF	1ALZ6	ARTS & LETTERS EVEN YR ETF	012002	ETF FY 26	Even Year
XNVET	HEETF	1ALZ5	ARTS & LETTERS ODD YR ETF	012003	ETF FY 27	Odd Year
XNVET	HEETF	1ALZ6	ARTS & LETTERS EVEN YR ETF	012004	ETF FY 28	Even Year
XNVET	HEETF	1BAZ5	BUSINESS ODD YR ETF	012001	ETF FY 25	Odd Year
XNVET	HEETF	1BAZ6	BUSINESS EVEN YR ETF	012002	ETF FY 26	Even Year
XNVET	HEETF	1BAZ5	BUSINESS ODD YR ETF	012003	ETF FY 27	Odd Year
XNVET	HEETF	1BAZ6	BUSINESS EVEN YR ETF	012004	ETF FY 28	Even Year

- The Office of Budget and Financial Planning will establish the budget codes. Required forms will be required at the establishment, and only changes will need to be submitted annually.
- The Office of Budget and Financial Planning will be providing the request template to the corresponding Vice President.

- Within the FY25 Equipment Trust Fund Listing workbook, the following tabs are included:
 - 2024-2025 ETF Request List: Each Division will compile one comprehensive tab that aggregates and prioritizes all requested items to equal the 130% amount of their allocation.
 - Points of Contact: This tab will define the BUD, BUD Delegate, Coordinator, Contact, and eVA requestors and approvers. This list will also be used to grant the necessary organization code access.
- Once completed, the ETF Call workbook should be provided to the Office of Budget and Financial Planning for review.
- The Office of Budget and Financial Planning will provide the updated point of contact list and organization code request to Data Control for processing. Once Data Control has completed their processing, they will notify the Office of Budget and Financial Planning and Procurement Services. Based upon this confirmation, Procurement Services will create the corresponding organization codes in eVA.
- The Office of Budget and Financial Planning will then load all ETF budget allocations and notify appropriate units that the ETF cycle is open for ordering.
- Once the list is approved by SCHEV, the Office of Budget and Financial Planning will then open the ETF cycle for ordering by notifying all applicable contacts.
- For other access levels or changes to access outside of the normal ETF process, please follow the procedure below:
 - For individuals that need access to eReceiving in Banner, please follow the link below for instructions.
<https://www.odu.edu/content/dam/odu/offices/procurement-services/ereceiving/ereceiving-access-request-instructions.pdf>
 - In the event changes need to be made to the Master Signature List during the ETF cycle, please complete the form in the attached link and submit to signlist@odu.edu.
<https://www.odu.edu/facultystaff/university-business/information-management/data-control/authorized-signature-list>
 - For any Finance Banner changes, please follow the below link for instructions.
<https://www.odu.edu/facultystaff/university-business/information-management/data-control/banner-financial-access#tab138=0>

6.0 PROCEDURES

- I. All ETF orders will be processed through eVA, except for Apple items purchased from the University bookstore (refer to section III.B). All requisitions for ETF procurements shall be received in Procurement Services by **March 7, 2025**. Additionally, all ETF items must be received and invoiced no later than **June 13, 2025**.
- II. Requisitions
 - A. Each requisition must be filled out completely and include the following:

1. 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. If software is approved (required to operate the research equipment) it should be noted with cost on the same line item as the equipment. Software is the only component that is to be included on the same line item as the equipment. All other components of a system shall be submitted on separate line items of the purchase order as noted in Item 7.b. below.
 - 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, contact [Procurement Services](#) in advance of submitting a requisition.
2. eVA requisitions require budget code, 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”.
3. All ETF items, except for equipment that requires special handling from vendors or freight companies, installation and/or calibration, must be delivered to central receiving.
4. For the main campus, select ODU Property Control as the ‘Deliver To’ address. In the overall PO comment section of the requisition, the requesting department must include the final delivery location 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. All items delivered to Property Control will be tagged, added to the University’s inventory by Fixed Assets, and scheduled for immediate delivery upon completion of asset tagging and eReceiving process.

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 for Faculty and Staff Computing needs can be found [here](#).
- B. ETF Apple items must be purchased from the Bookstore. The ETF Purchase Authorization form may be found [here](#).
- C. To ensure your ETF Apple items purchased from the Bookstore are charged to the correct budget and account code, please ensure you add **BOTH** your respective ETF number and associated equipment Banner account code for your purchase. Ex. 1AAZ5- 9016
- D. 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.
- E. In addition, please note that it is **not allowable to include add-on accessory items** such as iPad cover’s, keyboard’s, cases, pens, etc. to your ETF order.

IV. Appropriate use of Banner expenditure account codes 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 account codes may be found on the Budget Office website at [here](#).

- 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.
- VIII. Retention Periods: ETF Computing Equipment (Desktops, Laptops, Computer Monitors, Servers, Storage Devices, 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 into 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 in the addendum below.
- IX. Software Decision Analysis:

Before a new piece of software is introduced at ODU, ITS needs to review it for compatibility and security, especially if it will require the collection of personal data, the use of ITS systems and resources, or ongoing maintenance by ITS.

The software review process is as follows:

1. To begin the process, complete the electronic [Software Discovery Analysis Questionnaire](#) at least eight weeks prior to the purchase deadline.
2. The ITS Security Team will contact you and the vendor to gather information and review compatibility issues over the next 4-6 weeks. ITS will make recommendations and document any risks that are found.
3. System and data owners must accept and approve the software before Procurement Services makes the purchase. Based on ITS Security review, a Software Addendum may need to be executed by the vendor. The purchase cannot proceed until this Addendum is executed.

Purchasing Reminder: ETF purchases follow the same procurement guidelines as non-ETF purchases. A contract and/or SWAM vendor must be used as applicable. If there is no contract or SWAM vendor available, Procurement Services may conduct a solicitation for the equipment requested. For specialized equipment only available from one vendor, please complete a [Sole Source Request form](#) and attach to the requisition.

7.0 CONTACTS

The Office of Budget and Financial Planning:

- budget@odu.edu

Procurement Services:

- Procurement@odu.edu

eVA Setup

- Barbie Edwards: bdedwards@odu.edu

Procurement Process 757-683-3105 or

- Harry Smithson: hrsmiths@odu.edu
- Janis Hall: inhall@odu.edu
- Neil Cutler: ccutler@odu.edu

Fixed Assets/ Property Control:

- FixedAssets@odu.edu

8.0 ADDENDUMS

- HEETF Exclusion List
- Retention Requirements

HEETF Exclusion List

<u>The Following Items:</u>	<u>The Following Programs:</u>
a. Library Books, Films, Videotapes, DVD's and Library Materials	All Programs
b. Microfilm Collection and Materials	All Programs
c. Library Shelving	All Programs
d. Office Appurtenances (Blinds, Carpets, File Cabinets and Similar Items)	All Programs
e. Office Furniture (Desks, Chairs, Tables and Similar Items)	All Programs
f. Transportation Equipment	All Programs
g. Equipment Normally Affixed to a Building or Functional as a Part of an Operating System of a Building	All Programs
h. Climate Control and Security Systems	All Programs
i. General Telecommunications Equipment	Public Service and Physical Plant
j. Buildings	All Programs
k. Equipment with a Useful Life Less Than 7 Years and Computing Equipment with a Useful Life Less Than 3 years	All Programs
l. General Applications Software (Lotus, Excel, Word, etc.)	All Programs
m. Items Costing Less Than \$500	All Programs
n. Used Equipment	All Programs
o. Fabrications (to build or construct customized equipment)	All Programs

RETENTION REQUIREMENTS

Equipment Trust Fund purchases have specific retention requirements determined by the bonds that finances ETF. For computing equipment, the asset must remain in active inventory for 3 years. For non-computing equipment, the asset must remain in active inventory for 7 years.

1. Example #1 Computer Item: A laptop is received in January 2012. The laptop must remain on inventory from January 2012 to December 2015. The earliest date the laptop could be turned into Property Control is January 1, 2016.
2. Example #2 Non-Computer Item (prior to FY11): A microscope is received in June 2010. The microscope must remain on inventory from June 2010 to May 2015. The earliest date the laptop could be turned into Property Control is June 1, 2015.
3. Example #3 Non-Computer Item (FY11 & forward): A color laser printer is received in July 2011. The printer must remain on inventory from July 2011 - June 2018. The earliest date the printer could be turned into Property Control is July 1, 2018.