

Higher Education Equipment Trust Fund List Approval

In order to receive approval to purchase equipment from the Higher Education Equipment Trust Fund (HEETF) each institution must submit a list of items to be purchased to the State Council of Higher Education (SCHEV). The list should be 130% of the total allocation to allow for greater flexibility in the purchasing process. It is the intent that the entire allocation will be purchased from the approved list without modification. The estimated purchase price included on the list must approximate the actual purchase price to avoid running out of approved assets before the funds are fully expended. **Additional items will not be added to the list except substitutions for items that are not available or changes in institutional priorities.**

Selected departments may request that items be included on the SCHEV list. Equipment requested must:

1. Meet the goals for the current allocation.
2. Be utilized in an approved State Program.
3. Not be included on the list of excluded items.

The departmental request list shall be an electronic spreadsheet file saved in a format that can be read by Excel 97. Each item requested must be on a separate line. For example, if 10 computers are requested, 10 individual lines are required, as each item must be assigned a unique HEETF asset number. All descriptions should be generic, and all brand names should be avoided. The actual asset purchased must be within the description of the asset on the approved list. Once the list is approved the description may not be changed to another type of asset. The columns, title and format of each for the list are as follows:

<u>Column</u>	<u>Title</u>	<u>Format</u>
A	Description	Text, all upper case
B	Purchase price	Number, whole dollars, no \$ signs
C	Program code	Text
D	Primary discipline code	Text

The lists for submission to SCHEV must be received in Financial Reporting and Analysis by August TBD. Delays in the submission of the completed list to SCHEV will result in delays in the University receiving approval of the items on the list.

Goals for the Current Allocation:

Equipment requested should meet the goals of the Equipment Trust Fund allocations that are intended to help achieve the following:

1. Significantly reduce the amount of obsolete technology and equipment.
2. Provide every student access to an appropriate level of information and technology.
3. Establish a statewide network that supports and encourages sharing and cooperation.
4. Provide every faculty member with appropriate equipment and training to use technology in support of teaching and learning.
5. 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.
6. Install high quality, easy access, network-deliverable student support services, such as transcripts, grades, class scheduling, and account balance and payment information.
7. Install management information systems that are flexible and directly accessible to users to help support administrative restructuring and cost-containment.

Approved State Programs:

Equipment may be purchased for the following programs if it is purchased to meet goals 1-7 above:

<u>Description</u>	<u>Program Code</u>
Instruction	101
Research	102
Academic Support	104
Student Services	105
Institutional Support	106

Allocations should not be used to purchase technology and equipment for use in Public Service, Operation and Maintenance of Plant, Auxiliary Enterprises or Hospital Services programs.

Excludable Items:

The following may not be purchased with HEETF funds:

1. Library books, films, videotapes and library materials
2. Microfilm collection and materials
3. Library shelving
4. Office appurtenances (blinds, carpets, file cabinets, copiers, fax machines and similar items)
5. Office furniture (desks, chairs, tables and similar items)
6. Transportation equipment
7. Equipment normally affixed to a building or functional as a part of an operating system of a building
8. Climate control and security systems
9. Boats
10. PDAs
11. Motors

12. Buildings
13. Equipment with a useful life of less than 3 years
14. General application software (Lotus, Excel, Wordperfect, etc.) and site licenses
15. Items costing less than \$500
16. Used equipment

Discipline Codes:

A primary discipline must be assigned to all items requested in the instructional (101) and research (102) programs. For equipment requested in the academic support (104), student services (105) and institutional support (106) programs, the discipline code should be 0000. The discipline codes are as follows:

<u>Discipline</u>	<u>Code</u>
Agriculture & Natural Resources	0100
Architecture & Environmental Design	0200
Area Studies	0300
Astronomy	1911
Atmospheric Science	1913
Biological Sciences	0400
Business & Management	0500
Chemistry	1905
Communications	0600
Computer and Information Sciences	0700
Dentistry	1204
Education	0800
Engineering	0900
Fine & Applied Arts	1000
Foreign Languages	1100
Geology	1914
Health Professions - Other	1299
Home Economics	1300
Law	1400
Library Science	1600
Mathematics	1700
Medicine	1206
Military Science	1800
Nursing	1203
Oceanography	1919
Pharmacy	1211
Physical Sciences - Other	1999
Physics	1902
Vet Medicine	1218