MEMORANDUM

TO: Richard C. Benson  
    Lay Nam Chang  
    Cyril Clarke  
    A. Jack Davis  
    Dennis Dean  
    Karen DePauw  
    Tom Dingus  
    Michael Friedlander  
    Alan Grant  
    Ben Knapp  
    Roop Mahajan  
    Scott Midkiff  
    Elizabeth Spiller  
    Robert Sumichrast  
    Tyler Walters  
    Paul Winstorfer

FROM: Timothy L. Hodge

SUBJECT: Equipment Trust Fund Phase 29 – Call for Requests

It is time to begin the 29th phase of the Higher Education Equipment Trust Fund program. Virginia Tech was allocated $9.850 million of the $61.972 million funding approved by the 2015 General Assembly for Phase 29 of the Equipment Trust Fund program and $4.278 million for research. The $9.850 million is designated for equipment purchases in two areas: equipment replacement and microcomputers. I am writing to advise you of the key dates for Phase 29 and to transmit the general instructions for acquiring equipment through the Trust Fund program.

Equipment lists must be entered into the web-based system before August 31st so that the University can meet the SCHEV timeline. The University is optimistic that it will receive approval to issue purchase orders in late October or early November. The calendar of internal due dates has been set accordingly and is attached for your review (Attachment C).

Closure of Phase 29 is planned for June 2016. Ordering and receiving equipment purchases of $14.1 million during this limited time period will be a challenge. Please consider this when you develop equipment requests for your area. No item should be ordered that would require a delivery period in excess of eight months. This will allow sufficient time for processing the requisition, delivery of the equipment and payment of the invoice.
The procedures for compiling the lists to submit to State Council are the same as those used in previous phases. You will recall that State Council allows us to itemize equipment purchases that equal, in value, the allocation plus up to thirty percent to allow for quick substitutions during the ordering phase. Because the State Council and the Virginia College Building Authority have restricted purchases to those items on the approved list, alternative purchases should be identified on the listing in case one of the high priority items is not available. The thirty percent margin will allow for this exchange, but please remember that the sum of purchases cannot exceed the amount allocated to your area. For Phase 29, we encourage the purchase of equipment items with a minimum cost of at least $2,000.

Consistent with prior communications on the 2015-16 ETF allocations, the allocations by college or vice presidential area are shown on Attachment B, with an additional column showing the thirty percent margin. Please provide departmental allocations for your area as soon as possible to allow each department to enter requests totaling 130 percent of the allocation. Please forward a copy of the departmental allocations to Courtney Long (cblong4@vt.edu) by August 31, 2015.

To prepare the files that will be submitted to the State Council, we will again use a web-based collection process for obtaining the list of equipment items. To access the program, go to our home page at http://www.obfp.vt.edu. An ETF Web User Guide (Attachment E) and a list of items excluded from funding from ETF (Attachment A) are attached to this memorandum and are posted on our web site. SCHEV intends for the 2015-16 Equipment Trust Fund allocations to help achieve the following goals:

- Significantly reduce the amount of obsolete technology and equipment.
- Provide every student 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.

Accordingly, allocations may be used to purchase technology and equipment for the following Educational and General programs: Instruction, Research, Academic Support, Student Services, and Institutional Support. Allocations should not be used to purchase technology and equipment for use in Public Service or Operation and Maintenance of Plant.

It is sometimes necessary for a department to request additional equipment items after SCHEV has approved the list. The form for requesting approval of additional equipment items and assignment of new SCHEV reference numbers is shown on Attachment D. This form will be available for downloading from our web site. Upon completion, the form should be sent to Courtney Long. She will provide the department with a new SCHEV reference number. We ask that these forms not be submitted before January 30th.
Please submit your Phase 29 request list through the web-based system by August 31, 2015. Questions about the Equipment Trust Fund program or compilation of the list should be directed to Courtney Long at 1-7450 and technical questions about the web-based submission process should be directed to Brad Sumpter at 1-0631.

Attachments

Cc: Christine Absher
    Sharon Carbaugh
    Sherri Cook
    Ann Craig
    Feride Daku
    Martin Daniel
    Wanda Dean
    Jeff Earley
    Beth Ebel
    Rodd Hall
    April Hylton
    Bruce Heath
    Kay Hunnings
    Stephen Kleiber
    John Krallman
    Courtney Long
    Brad Martens
    Ken Miller
    Ed Nelson
    Thomas Olson
    Brenda Reed
    Janet Sanders
    Brian Shabanowitz
    Dwight Shelton
    Marty Simpson
    Cindy Spangler
    Ken Smith
    Wendell Vest
    Will Walton
The Following Items:  

<table>
<thead>
<tr>
<th>The Following Items:</th>
<th>In the Following Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library Books, Films, Videotapes, DVDs, and Library Materials</td>
<td>All Programs</td>
</tr>
</tbody>
</table>
| b. Microfilm Collection and Materials  
  (Readers are allowed.) | 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 3 Years | All Programs |
| l. General Applications Software  
  (Microsoft Excel, Word, etc.) | All Programs |
| m. Items Costing Less than $500 | All Programs |
| n. Used Equipment (can include reconditioned or factory rebuilt equipment if company offers same factory warranty) | All Programs |
| o. Copiers and Fax Machines | All Programs |
| p. Maintenance agreements, site licenses, warranties, training and consulting services | All Programs |
| q. Boats | All Programs |
### 2015-16 Equipment Trust Fund Allocations (Phase 29)

<table>
<thead>
<tr>
<th></th>
<th>Traditional</th>
<th>Research Allocation</th>
<th>30% Margin</th>
<th>130% of 2015-16 Allocation</th>
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<td>Agriculture</td>
<td>610,071</td>
<td>610,071</td>
<td>183,021</td>
<td>793,092</td>
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<td>Architecture</td>
<td>312,192</td>
<td>312,192</td>
<td>93,658</td>
<td>405,850</td>
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<td>Business</td>
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<td>158,618</td>
<td>47,585</td>
<td>206,204</td>
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<td>Engineering</td>
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<td>1,558,855</td>
<td>467,657</td>
<td>2,026,512</td>
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<td>385,353</td>
<td>115,606</td>
<td>500,959</td>
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<td>Sciences</td>
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<td>788,477</td>
<td>236,543</td>
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<td>Veterinary Medicine</td>
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<td>340,866</td>
<td>102,260</td>
<td>443,125</td>
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<tr>
<td>Natural Resources</td>
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<td>205,361</td>
<td>61,608</td>
<td>266,969</td>
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<tr>
<td>Library</td>
<td>400,000</td>
<td>400,000</td>
<td>120,000</td>
<td>520,000</td>
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<tr>
<td>Academic Computing (AIS)</td>
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<td>600,000</td>
<td>180,000</td>
<td>780,000</td>
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<tr>
<td>Faculty Development Institute</td>
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<td>1,363,241</td>
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<td>1,772,213</td>
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<td>621,735</td>
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<td>Classroom Media Projects</td>
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<td>100,000</td>
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<tr>
<td>Graduate School - NVC Equipment</td>
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<td>15,000</td>
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<td>VTTI</td>
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<td>225,000</td>
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<tr>
<td>ICAT Visualization</td>
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<td>305,000</td>
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<tr>
<td>High Performance Computing</td>
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<td>OVPR - Vivarium Equipment</td>
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<td>50,000</td>
<td>15,000</td>
<td>65,000</td>
</tr>
<tr>
<td>Faculty Start-up</td>
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<td>1,000,000</td>
<td>300,000</td>
<td>1,300,000</td>
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<tr>
<td>College of Veterinary Medicine - Spectrum Optical Imaging</td>
<td>600,000</td>
<td>600,000</td>
<td>180,000</td>
<td>780,000</td>
</tr>
<tr>
<td>Hume Physical Security Lab</td>
<td>315,000</td>
<td>315,000</td>
<td>94,500</td>
<td>409,500</td>
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<td>ICTAS Extrusion System</td>
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<td>270,870</td>
<td>81,261</td>
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<tr>
<td>Contingency Allocation</td>
<td>83,308</td>
<td>83,308</td>
<td>24,992</td>
<td>108,301</td>
</tr>
</tbody>
</table>

**Phase 29 Allocation**

<p>| | | | | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>$ 8,328,077</strong></td>
<td><strong>$ 5,800,602</strong></td>
<td><strong>$ 14,128,679</strong></td>
<td><strong>$ 4,238,604</strong></td>
</tr>
</tbody>
</table>

Office of Budget and Financial Planning
Long, Courtney 6/4/15 '208 Files\Equipment Trust Fund\Phase 29\ETF Budget Development\2015-16 ETF Allocations Model Phase 29
PHASE 29 CALENDAR

2015

June 30  Office of Budget and Financial Planning (OBFP) sends Phase 29 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.

July 1  Web-based collection system opens for users to enter equipment request information.

August 31  Last day to enter equipment request information; web-based collection system closes to users.

September 3-7  OBFP aggregates the equipment requests; reviews the requests for ineligible items, assigns reference numbers, and prepares the data for submission to SCHEV.

September  OBFP submits equipment list to SCHEV for review and approval.

November-December  OBFP returns approved lists to departments after notification by SCHEV.

2016

March 31  Final day for departments to enter ETF requisitions into HokieMart.

June 20  Deadline for ETF invoices to be submitted to Controller’s Office for payment. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.
REQUEST FOR APPROVAL OF ADDITIONAL EQUIPMENT

Department: ____________________________________________________________
(No.) (Name)__________________________________________________________

Mail Code

Requested By: __________________________________________________________

Telephone: __________ E-mail: __________________________

Item Requested: __________________________ Quantity: _____

Price: $_______ Model No.: __________

Manufacturer: _________________________________________________________

Purpose of Equipment (Check ONLY ONE):

Instruction _____ Research _____ Public Service _____
Academic Support _____ Student Services _____ Institutional Support _____

Justification: (Please provide a brief explanation for requesting a new number,
if this is a substitution; include the affected SCHEV reference numbers for the
replaced items.)

________________________________________________________

OBFP Use Only: Approved: _____Yes _____No Program: __________

HEGIS: __________

Fund Number: __________

SCHEV Reference No(s): ______________________________________

Record added: _____________________
ETF Request System
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</tbody>
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SYSTEM OVERVIEW

The ETF Request system is a web-based application designed for collection of equipment request data for submission and approval by the State Council of Higher Education for Virginia. This system is administered by the Office of Budget and Financial Planning.
HOW TO

The following set of instructions will instruct the user on how to use the ETF Request System to create, modify, and delete equipment requests.

Accessing the System

The ETF Request system can be accessed by clicking the Equipment Trust Fund link on the Office of Budget and Financial Reporting website or by typing the following URL directly into an Internet Explorer 5.5 or later browser session: https://www.apps.obfp.vt.edu/etf_request/login.aspx?application_code=ETF. To access the system the user must have a current Virginia Tech PID and password and be a designated ETF Request System user.

Steps:
1. Navigate to the ETF Request System authentication page via one of the methods described above
2. Enter your Virginia Tech PID and password and press the Log On button
3. The Department Selection screen is displayed.
Select the Desired Department

It is necessary to select the department for which the equipment is requested for. This is done at the time of system login or by performing the following:

1. Click the Change Department link for the navigation bar.
2. A dropdown list with the department(s) that the user has access to will be displayed.
3. Select the desired department from the dropdown box.
4. Press the Submit button.
5. The add request screen will be displayed (Note: the Department in the header)

Add New Request

To add a new equipment request:

1. Click the Add New Request link for the navigation bar.
2. Complete the following fields appropriately
   a. Department – The department that is requesting the item.
   b. On Behalf Of Department – The department that will procure the equipment. For example, this field could be used when a Dean’s office requests equipment that will ultimately be procured by a reporting department. Note: This field need only be modified when the requesting and receiving departments are different.
   c. Model – Provide a current model number for the requested equipment
   d. Description – Provide a brief description of the equipment. Please remember that this description should be singular in nature (i.e. Computer, Autoclave, etc.)
   e. Manufacturer – Provide the name of the manufacturer (not the vendor)
   f. Unit Price – Provide an estimate of the cost for the requested equipment.
   g. Quantity – Number of requested equipment.
3. Press the Add Request button.
4. User will be notified that the request has been successfully saved.

Modify Previous Request

To modify a previously entered request:

1. Click the Modify Previous Request link for the navigation bar.
2. A list of equipment requests will be displayed in a tabular format.

3. Find the equipment request that you would like to modify and press the Modify link.

4. The equipment detail screen will be displayed with the requested information. Modify this information as needed.

5. Press the Modify Request button.

6. User will be notified that the request has been successfully modified.

**Delete Previous Request**

To modify a previously entered request:

1. Click the Modify Previous Request link for the navigation bar.

2. A list of equipment requests will be displayed in a tabular format.

3. Find the equipment request that you would like to modify and press the Delete link.

4. Press the Delete Request button.

5. User will be returned to the requested equipment table for the selected department, verify that the deleted equipment is no longer present.

**Create Report**

To view a printable list of the requested equipment perform the following steps:

1. Click the Create Report link for the navigation bar.

2. On the Report Creation screen, select the type of report you would like to create.

3. Select the format that you would like the report to be in (.pdf or .xls).

4. Press the Download Report button.

**Logout of the System**

For security purposes, it is imperative that users properly logout of the system when he or she has finished entering ETF equipment requests. To do this:

1. Click the Logout link for the navigation bar.

2. Close your browser.
CONTACT INFORMATION

The ETF Request System is administered by the Budget Office. Please refer to the following contact list when assistance is needed:

- For general policy related questions related to the current ETF phase contact Courtney Long at cblong4@vt.edu or 540-231-7450.

- For help with technical problems contact Brad Sumpter at jsumper@vt.edu or 540-231-0631.