

**Equipment Trust Fund  
Procurement Instructions for Phase 37**

The Virginia Tech Procurement Department processes HokieMart requisitions for approved ETF equipment using the same procurement protocol for competition and acquisition as all other non-ETF equipment.

Early submission of HokieMart ETF requisitions allows for the time needed to adequately compete, award, order and receive the equipment under the fiscal year deadlines.

ETF requisitions must be prepared and submitted through HokieMart with special notations regarding ETF. Please follow the procedure below when submitting a HokieMart requisition for an ETF purchase:

1. Log on to HokieMart.
2. Follow the standard process for entering a purchasing requisition (PR) into the system.
3. Before submitting the purchase requisition (PR) within the system, go to the external notes field in the cart and enter "ETF= and the SCHEV number." It is critical that when entering multiple SCHEV numbers that they be entered exactly as shown below (with no spaces inserted in the SCHEV number).
  - a. Order for one fixed asset (i.e. one SCHEV number):  
ETF=20823xxxx1
  - b. Order containing multiple fixed assets in a given range (i.e. the range below would account for 4015,4016,4017,4018,4019,4020,4021):  
ETF=20823xxxx1-20823xxxx1
  - c. Order containing multiple fixed assets not in a consistent range:  
ETF=2082340151, 2082340171, 2082340211
4. These instructions for entering multiple SCHEV numbers are also available on page 84 of the HokieMart Requestor User Guide.

Additional Instructions related to SCHEV's ETF procurement:

1. The SCHEV Reference Number is of critical importance, serving as a cross-reference for SCHEV's authorization records and VCBA's payment process. These numbers identify each asset and serve as a cross-reference for the Banner fixed asset system and the VCBA reconciliation. They are assigned to specific equipment items and are not interchangeable. They are also assigned by department and may not be used by another department unless transferred by the Office of Budget and Financial Planning.
2. Multiple, like items could be ordered from the same vendor and on one requisition. The reference number of each item must be shown on the requisition. For simplicity, reference numbers for an order of 12 microscopes may be shown as SCHEV Reference numbers 20823xxxx1-20823xxxx1. NOTE: Each SCHEV reference number indicates a quantity of one. If a quantity of 12 is requested, 12 SCHEV reference numbers are required.

## Attachment A

3. A single functional system must cost at least \$500. Individual components of a single functional system may cost less than \$500 but the aggregate cost of the single functional system must be at least \$500.
4. Individual components of a single functional system should be listed as individual line items on the same requisition and should be submitted consistent with how the vendor requires the system to be ordered. Doing so will also guarantee the requisition will match the vendor's invoice and will help with accurate receiving of the equipment.
5. If multiple requisitions are used to order a functional system, such as a computer system with a PC, printer, color monitor, etc. ordered from different vendors; please make a notation in the description section. Such multiple requisition orders must be submitted at the same time with a notation such as "Partial order for SCHEV reference no. 20823xxxx1, item 1 of 3 (reference requisition numbers XXXXXX, XXXXXX, XXXXXX)." Remember, the items composing a functional system are not submitted to SCHEV for reimbursement until every item for the unit has been received and the paperwork processed. Multiple requisition orders should be placed only when some components of a functional system **CANNOT** be purchased from a single vendor. **Requisitions to be cancelled, combined, or split must have prior approval from the Office of Budget and Financial Planning.**
6. In order to process the requisitions and to segregate the Equipment Trust Fund purchases, allotments have been established in special series of Banner funds. Attached to these instructions is a list of the Banner fund codes established for Phase 36. Please use these funds and appropriate account codes when coding each requisition.
7. In many cases the costs shown on the equipment lists were estimated. If a more accurate cost for an item is now known, please use it. Otherwise, use the cost shown on the equipment list. Please attach all quotations and vendor correspondence to the HokieMart requisition when submitting it for processing.
8. Functional systems purchased must cost a minimum of \$500 to qualify for reimbursement under the Equipment Trust Fund Program. If the actual cost of any functional system drops below \$500, the ordering department will be responsible for the cost.
9. It is preferred that freight charges, delivery charges, and installation charges be included on the same invoice as the equipment. When the vendor is not able to offer this, the vendor will be instructed to deliver the goods using the university's new inbound freight program.
10. The University's inbound freight program initiated in August, 2016 will generate a separate invoice for freight. The separate invoice will be charged to the same fund code and same expenditure account code as the equipment being purchased and the accounting entry will reference the originating PO number. This will occur automatically when the university processes the freight charge invoice.
11. Installation costs are allowable only for setting up the equipment, and should also be included on the same invoice as the equipment. Building modifications, power requirements, and other structural changes are not allowable costs. Departments seeking renovations should coordinate with Physical Plant; as with any renovation, please allow time for planning, estimation, design, and construction. ETF funds cannot be used to cover renovation costs.

12. ETF funds cannot be used for training costs, additional supplies, service agreements, or extended warranties. If a standard warranty is included in cost of an equipment package it is allowable only if it is not billed as a separate line item. If you would like to purchase an extended warranty, please include a departmental fund number on the requisition.
13. Upon receipt of a piece of equipment, process the Purchase Order Receiving Report and invoice according to normal procedures, making sure that the correct SCHEV reference number appears on the Receiving Report. These should be sent directly to the Controller's Office. All SCHEV equipment should be physically tagged (inventoried) with a barcode within 30 days of receipt.