Office of Budget and Financial Planning (0114)

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September 28, 2022

MEMORANDUM

TO: Steve Kleiber, College of Agriculture & Life Sciences
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Cathy Duerbeck, Libraries
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Heather Mayer, Vice President for Information Technology
Odie Fthenos, Research and Innovation

FROM: Tim Hodge, Associate Vice President for Budget and Financial Planning

SUBJECT: Equipment Trust Fund Phase 36 – Procurement Stage

Virginia Tech anticipates that the State Council of Higher Education for Virginia (SCHEV) staff will notify higher education institutions of the completed review of the proposed equipment lists for Phase 36 in the near future. As such, Virginia Tech is authorizing campus to begin procurement of equipment on the approved list as of September 28, 2022.

Please begin the process of preparing requisitions. Attached are:
- Detailed instructions for preparing purchase requisitions - (Attachment A)
- Updated calendar - (Attachment B)
- ETF Request system instructions and Instructions for Generating Equipment Reference Number lists - (Attachment C)
- List of fund numbers, by department - (Attachment D)

Please note – for Phase 36 the units may access their equipment reference numbers from the web-based system used for submitting the equipment list. Departmental lists of approved equipment and SCHEV numbers can be found in the ETF Request System under the Create Report tool: https://etfsystem.vpfin.vt.edu/CreateReport. For instructions on how to create and download departmental reports, please refer to the "Create Report" section of Attachment C. Departmental and senior management area PDF numbered equipment lists are available upon request (please contact Skylar Mouris). It is advisable that those preparing requisitions read the instructions prior to beginning the process. Please remember that:

- To ensure that the University receives the full benefit of its ETF allocation, please utilize your entire allocation prior to the close of fiscal year 2022-23. Please remember that the close out process will return all or a portion of any over expenditure to your college or unit.

- While the University would prefer for equipment purchases to be over $2,000, a single item must cost at least $500 or more in order for the University to be reimbursed from the Equipment Trust Fund Program. Similarly, a single functional system must also cost at least $500. The list contains several items and functional systems in the $500-$600 range. If the actual cost drops below $500 for an item or functional system, the department will be responsible for the cost.

- SCHEV reference numbers are assigned to specific equipment items; they 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.

- Please note that departments will be responsible for the cost of items purchased which do not comply with ETF guidelines.

- Requisitions must be prepared in HokieMart. When procuring ETF equipment through HokieMart, SCHEV numbers should be entered into the External Notes field in the cart as follows "ETF=20822xxxx1." Additional instructions for entering multiple SCHEV numbers are available on page 84 of the HokieMart Requestor User Guide.

Campus users will continue to use the online ETF system to instantly generate additional SCHEV ETF reference numbers for items not included on the original list, consistent with the process in 2021-22. While the process for requesting new SCHEV ETF reference numbers has evolved to a web-based system, the aforementioned ETF guidelines and policies about eligible equipment remain unchanged from prior years and all procurement rules and policies must be adhered to. More detailed instructions regarding the process to create additional SCHEV ETF numbers through the online process are included in Attachment C.

ETF information is available online at https://www.obfp.vt.edu/budgetprocesses/ etf.html. If you have any questions or need additional information, please contact Skylar Mouris (sky13@vt.edu or 1-3557).

Attachments
CC: Christine Absher   Kathy Rogers
     Lisa Assad   Julie Rosenberger
     Ann Bostic   Derek Scheidt
     Sharon Carbaugh   Becky Saylors
     Matt Carter   Cindy Spangler
     Sherri Cook   Barbara Starling
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Equipment Trust Fund
Procurement Instructions for Phase 36

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=20822xxxx1

    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=20822xxxx1-20822xxxx1

    c. Order containing multiple fixed assets not in a consistent range:
        ETF=2082240151, 2082240171, 2082240211

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 20822xxxx1-20822xxxx1. NOTE: Each SCHEV reference number indicates a quantity of one. If a quantity of 12 is requested, 12 SCHEV reference numbers are required.

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. 20822xxxx1, 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, 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.

PHASE 36 CALENDAR
2022-23

2022

July 1	Office of Budget and Financial Planning (OBFP) sends Phase 36 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	Web-based collection system closes to users.
September 1-23	OBFP aggregates and reviews the equipment requests; assigns reference numbers, and prepares the data for submission to SCHEV. OBFP submits equipment to SCHEV for approval.
September 28	OBFP returns internally approved lists to departments and notifies campus of permission to begin spending.

2023

March 31	Recommended final day for departments to enter ETF requisitions into HokieMart to allow sufficient time for items to arrive, be paid, and tagged.
June 16	Deadline for ETF invoices to be submitted to Controller's Office for payment in FY23. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.
June 30	Phase 36 ETF expenditures must be complete before the close of fiscal year 2022-23.
July	Phase 36 ETF close-out process

ETF Request System User Guide

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.

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

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: https://www.obfp.vt.edu/budgetprocesses/etf. html. To access the system the user must have a current Virginia Tech PID and password and be a designated ETF Request System user.

Create Report
To view a detailed report of the requested equipment for a department or senior management perform the following steps:

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

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

3. Select the department or senior management that you would like the report to use.

4. Press the Download Report button. The report will be generated on screen.

5. User may print the report or save it as an Excel, PDF, or Word document.

Steps to access the system:

1. Navigate to the ETF Request System authentication page via Login.

2. Enter your Virginia Tech PID and password and press the Login button.

3. The New Request screen is displayed.

Steps to add a new request:
1. Click the New Request link from the navigation bar.

2. Complete the following fields appropriately

   a. Department Name – The department that is requesting the item. Must be within same senior management and only departments you have access to will show up in drop-down

   b. Model – Provide a current model number for the requested equipment. This information may change at time of purchase; however, it is required for the approval process.

   c. Description – Provide a brief description of the equipment. Please remember that this description should be singular in nature (i.e. Computer, Autoclave, etc.)

   d. Manufacturer – Provide the name of the manufacturer (not the vendor)

   e. Unit Price – Provide an estimate of the cost for the requested equipment.

   f. Quantity – Number of requested equipment.

3. Press the Add Request button.

4. User will be notified that the request has been successfully saved.

User may also add request by using the modify table. At bottom of table you fill out fields just like the new request page. When all the information is entered, click the add button. User should see request loaded into table if valid request.

Batch Upload

To upload multiple requests, you can use the batch upload function to import them at one time. To do this:

1. Download the ETF Batch Request Template from the ETF Budget Process homepage: https://www.obfp.vt.edu/budgetprocesses/etf.html.

2. Save the template to your computer and enter the requests that are to be made.

3. In the application, click the Batch Upload link from the navigation Bar.

4. Click the browse/choose file button and select the desired file to upload

5. Click the upload and view button. The requests will show on page in table. Review the requests and make sure the information is correct. Un-check the requests with errors.

6. Once ready, click save requests. User will be redirected to the Modify table where you can see the requests that were just saved.

Steps to modify a previously entered request:

1. Click the Modify/Delete link from the navigation bar.

2. A list of equipment requests that you have access to will be displayed in a tabular format.

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

4. That equipment request edit text-boxes will be displayed with the requested information. Modify this information as needed.

5. Press the Update button when finished.

6. User should see the changes made in the table if so the request has been successfully modified.

Steps to delete a previously entered request:

1. Click the Modify/Delete link from the navigation bar.

2. A list of equipment requests that you have access to will be displayed in a tabular format.

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

4. Press OK on the confirmation popup to delete the request.

5. User should not see the request in the table now, if so- that verifies that the deleted equipment is no longer present.

Contact Information
The ETF Request System is administered by Finance Information Technology. Please refer to the following contact list when assistance is needed:

For general policy related questions related to the current ETF phase contact **Skylar Mouris** at sky13@vt.edu or 540-231-3557. For help with technical problems contact email fitdev@vt.edu.

ETF Phase 36 Banner Fund Numbers

	Org Code	Fund Code
Agriculture and Life Sciences		
Biological Systems Engin.	000200	113800
School of Animal Sciences	000400	113801
Entomology	000700	113802
Plant and Environmental Sci	001300	113803
Food Science & Technology	001400	113804
Human Nutrition,Foods Exerc.	013100	113805
Faculty Start-Up	034000	113806
Architecture, Arts, & Design		
Architecture Support	015000	113807
School of Visual Arts	005900	113808
School of Architecture	015100	113809
School of Design	025100	113810
School of Performing Arts	007900	113811
Business		
Dean - Business	034313	113812
Engineering		
Computer Science	004100	113813
Aerospace & Ocean Engin.	010100	113814
Chemical Engineering	010200	113815
Civil & Environmental Engin.	010300	113816
Electrical & Computer Engin.	010400	113817
Industrial & Systems Engin.	010600	113818
Mechanical Engineering	010700	113819
Materials Science & Engin.	010800	113820
Engineering Education	010900	113821
Mining & Mineral Engineering	011100	113822
Biomedical Engineering	011200	113823
Myers-Lawson Sch.of Constr.	038700	113824
Dean's Office	034500	113825
Liberal Arts and Human Sciences		
Modern & Classical Lang.	004300	113826
History	004700	113827
English	004800	113828
PSCI	005100	113829
Sociology	005700	113830
Philosophy	005800	113831
Religion & Culture	006000	113832
Communication	006200	113833
Navy ROTC	006700	113834
Army ROTC	005400	113835
Air Force ROTC	005500	113836
School of Education	008600	113837
Apparel, Housing & Res.Mgmt	013200	113838
Human Development	013400	113839
Inst.for Policy & Governance	019200	113840
Ctr for Gerontology	017800	113841

Science, Tech, & Society	018900	113842
Ctr for Humanities	019800	113843
Public&International Affairs	015400	113844
ASPECT	008303	113845
CLAHS Dean	034601	113846

College of Science

Biological Sciences	004000	113847
Chemistry	004200	113848
Geosciences	004400	113849
Physics	005200	113850
Psychology	005300	113851
Statistics	005600	113852
Economics	007200	113853
Neuroscience	009500	113854
Acad. for Integrated Science	034201	113855
Dean's Office	034200	113856

College of Veterinary Medicine

Dean - Veterinary Medicine	034100	113857

Natural Resources and Environment

Forest Res. & Envi. Cons.	000800	113858
Fish & Wildlife Conservation	000900	113859
Sustainable Biomaterials	002300	113860
Geography	004600	113861

Libraries

Dean of Libraries	024100	113862

Provost

Classroom Media	040100	113863
Faculty Start-Up Pool	099077	113864

Information Technology

Faculty Development Inst.	027200	113865
Research Computing	065100	113866
High Performance Computing	065100	113867
Academic Computing (AIS)	065300	113868

Research

FBRI	018300	113869
VTTI	030801	113870
Strategic Research Invest Op	099094	113871
Electron Beam Lithography	016000	113872

ETF Contingency Allocation

ETF Reserve for Inventory	099077	113898

ETF Reimbursement Fund

Reimbursement	042900	113899

*Departmental allocations are available through the ETF Phase 36 Request System.