August 31, 2023

MEMORANDUM

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Tony Mastracci, College of Architecture, Arts, & Design
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Brian Shabanowitz, College of Liberal Arts & Human Sciences
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Heather Mayer, Vice President for Information Technology
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FROM: Tim Hodge, Associate Vice President for Budget and Financial Planning

SUBJECT: Equipment Trust Fund Phase 37 – Procurement Stage

The State Council of Higher Education for Virginia (SCHEV) staff has notified Virginia Tech of the completed review of the proposed equipment lists for Phase 37. In anticipation of SCHEV's authorization of university procurement, Virginia Tech is permitting campus to begin procurement of equipment on the approved list as of August 31, 2023.

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 – 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 sent to Skylar Mouris (sky13@vt.edu). 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 FY24. 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=20823xxxx1." 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 FY23. 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
      Lisa Assad
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      Matt Carter
      Sherri Cook
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      Becky Saylors
      Cindy Spangler
      Barbara Starling
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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.

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.

PHASE 37 CALENDAR
FY24

2023

May 23	Office of Budget and Financial Planning (OBFP) notified by SCHEV of July 17 Wishlist finalization date.
June 16	OBFP sends Phase 37 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents. Web-based collection system opens for users to enter equipment request information.
July 10	Last day to enter equipment request information; web-based collection system closes to users.
July 10 - 17	OBFP aggregates and reviews the equipment requests; assigns reference numbers, and prepares the data for submission to SCHEV.
July 17	OBFP submits equipment to SCHEV for approval.
August 31	OBFP returns approved lists to departments after notification by SCHEV. Spending is authorized.

2024

March 29	Recommended final day for departments to enter ETF requisitions into HokieMart to ensure equipment can arrive before June deadline. Orders can still be placed after this date, but be mindful of the timeline for receiving, paying, and tagging.
June 16	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.

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 Phase 37 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.

<u>Batch Upload</u>

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.

<u>Steps to modify a previously entered request:</u>

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.

<u>Steps to delete a previously entered request:</u>

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.

<u>Contact Information</u>
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 37 Banner Fund Numbers

		Fund Code	Fund Title
Agriculture and Life Sciences			
000200	Biological Systems Engin.	113900	ETFP37-Biological Systems Engin.
000500	Biochemistry	113901	ETFP37-Biochemistry
000700	Entomology	113902	ETFP37-Entomology
001300	Plant and Environmental Sci	113903	ETFP37-Plant and Environmental Sci
001400	Food Science & Technology	113904	ETFP37-Food Science & Technology
013100	Human Nutrition,Foods Exerc.	113905	ETFP37-Human Nutrition,Foods Exerc.
001900	Tidewater AREC	113906	ETFP37-Tidewater AREC
002000	Southern Piedmont AREC	113907	ETFP37-Southern Piedmont AREC
002200	Alson H Smith Jr AREC	113908	ETFP37-Alson H Smith Jr AREC
002400	Hampton Roads AREC	113909	ETFP37-Hampton Roads AREC
002500	Eastern Shore AREC	113910	ETFP37-Eastern Shore AREC
022500	Virginia Seafood AREC	113911	ETFP37-Virginia Seafood AREC
034000	Faculty Start-Up	113912	ETFP37-Faculty Start-Up
Architecture, Arts, & Design			
015000	Architecture Support	113913	ETFP37-Architecture Support
005900	School of Visual Arts	113914	ETFP37-School of Visual Arts
015100	School of Architecture	113915	ETFP37-School of Architecture
025100	School of Design	113916	ETFP37-School of Design
007900	School of Performing Arts	113917	ETFP37-School of Performing Arts
Business			
034313	Dean - Business	113918	ETFP37-Dean - Business
Engineering			
004100	Computer Science	113919	ETFP37-Computer Science
010100	Aerospace & Ocean Engin.	113920	ETFP37-Aerospace & Ocean Engin.
010200	Chemical Engineering	113921	ETFP37-Chemical Engineering
010300	Civil & Environmental Engin.	113922	ETFP37-Civil & Environmental Engin.
010400	Electrical & Computer Engin.	113923	ETFP37-Electrical & Computer Engin.
010600	Industrial & Systems Engin.	113924	ETFP37-Industrial & Systems Engin.
010700	Mechanical Engineering	113925	ETFP37-Mechanical Engineering
010800	Materials Science & Engin.	113926	ETFP37-Materials Science & Engin.
010900	Engineering Education	113927	ETFP37-Engineering Education
011100	Mining & Mineral Engineering	113928	ETFP37-Mining & Mineral Engineering
011200	Biomedical Engineering	113929	ETFP37-Biomedical Engineering
038700	Myers-Lawson Sch.of Constr.	113930	ETFP37-Myers-Lawson Sch.of Constr.
034500	Dean - Engineering	113931	ETFP37-Dean - Engineering

Liberal Arts and Human Sciences

004300	Modern & Classical Lang.	113932	ETFP37-Modern & Classical Lang.
004700	History	113933	ETFP37-History
004800	English	113934	ETFP37-English
005100	Political Science	113935	ETFP37-Political Science
005700	Sociology	113936	ETFP37-Sociology
005800	Philosophy	113937	ETFP37-Philosophy
006000	Religion & Culture	113938	ETFP37-Religion & Culture
018900	Science, Tech, & Society	113939	ETFP37-Science, Tech, & Society
006200	Communication	113940	ETFP37-Communication
008600	School of Education	113941	ETFP37-School of Education
013200	Apparel, Housing & Res.Mgmt	113942	ETFP37-Apparel, Housing & Res.Mgmt
013400	Human Development	113943	ETFP37-Human Development
015400	Public&International Affairs	113944	ETFP37-Public&International Affairs
017800	Center for Gerontology	113945	ETFP37-Center for Gerontology
019200	Inst.for Policy & Governance	113946	ETFP37-Inst.for Policy & Governance
019800	Center for Humanities	113947	ETFP37-Center for Humanities
093100	ASPECT	113948	ETFP37-ASPECT
006700	Navy ROTC	113949	ETFP37-Navy ROTC
005400	Army ROTC	113950	ETFP37-Army ROTC
005500	Air Force ROTC	113951	ETFP37-Air Force ROTC
034601	Dean - CLAHS	113952	ETFP37-Dean - CLAHS

Science

004000	Biological Sciences	113953	ETFP37-Biological Sciences
004200	Chemistry	113954	ETFP37-Chemistry
004400	Geosciences	113955	ETFP37-Geosciences
005200	Physics	113956	ETFP37-Physics
005300	Psychology	113957	ETFP37-Psychology
005600	Statistics	113958	ETFP37-Statistics
007200	Economics	113959	ETFP37-Economics
009500	Neuroscience	113960	ETFP37-Neuroscience
034201	Acad. for Integrated Science	113961	ETFP37-Acad. for Integrated Science
034200	Dean - Science	113962	ETFP37-Dean - Science

Veterinary Medicine

034100	Dean - Veterinary Medicine	113963	ETFP37-Dean - Veterinary Medicine

Natural Resources and Environment

000800	Forest Res. & Envi. Cons.	113964	ETFP37-Forest Res. & Envi. Cons.
000900	Fish & Wildlife Conservation	113965	ETFP37-Fish & Wildlife Conservation
002300	Sustainable Biomaterials	113966	ETFP37-Sustainable Biomaterials
004600	Geography	113967	ETFP37-Geography

Libraries

024100	Dean - Libraries	113968	ETFP37-Dean - Libraries

Provost

040100	Classroom Media	113969	ETFP37-Classroom Media
099077	Faculty Start-Up Pool	113970	ETFP37-Faculty Start-Up Pool
027200	Faculty Develop. Institute	113971	ETFP37-Faculty Develop. Institute

Information Technology

027200	Faculty Development Inst.	113972	ETFP37-Faculty Development Inst.
065100	Research Computing	113973	ETFP37-Research Computing
065100	High Performance Computing	113974	ETFP37-High Performance Computing
065300	Academic Computing (AIS)	113975	ETFP37-Academic Computing (AIS)

Research

018300	FBRI	113976	ETFP37-FBRI
030801	VTTI	113977	ETFP37-VTTI
099094	Strategic Research Invest Op	113978	ETFP37-Strategic Research Invest Op
032700	ARCD (Vivarium)	113979	ETFP37-ARCD (Vivarium)
049700	VTNSI (Telescope)	113980	ETFP37-VTNSI (Telescope)

ETF Contingency Allocation

099077	ETF Reserve for Inventory	113998	ETFP37-ETF Reserve for Inventory

ETF Reimbursement Fund

042900	Reimbursement	113999	ETFP37-Reimbursement

ETF Budget Swaps

099094	ETF/E&G Budget Swap Pool	113997	ETFP37-ETF/E&G Budget Swap Pool