TECHNOLOGY FEES PROCEDURE

Current Process

1. A Budget Amendment is submitted by ITS to Budget Services at the beginning of each fiscal year to allocate funds to personal and non-personal services based on the Tech Fee committee's approval of project requests submitted.
2. Departments place orders and submit budget amendments to transfer funds from supplies to equipment as necessary.
3. ITS receive notification through Epro that a Tech Fees order has been placed. ITS ensure the order matches the scope of the proposed project and items to be purchased for it. ITS tracks expenses for each project.
4. All remaining funds are returned to the Tech Fees budget at fiscal year-end.

Procedure Effective 7/1/2013 [FY14]

5. Notification of Technology Fees approved projects
   a. Departments will be notified in the month of July (1st month in new Fiscal Year) via letter, to include:
      i. The amount approved for Personal Services
      ii. A Project ID# for each approved project that requires supplies/equipment
      iii. The approved amount per Project ID# (full or partial funding)
      iv. Allowable items to be purchased per Project ID#*****
6. Personal Services vs. Supplies/Equipment
   a. <u>Personal Services</u>
      i. ITS will submit a Budget Amendment to Budget Services prior to July 1st to transfer the approved funding to each department for Student Assistants, Graduate Assistants and Casual Labor personal services (16000-500000 line)
      ii. The Department is responsible for tracking 16000 Personal Services budgets and does not involve ITS.
      iii. In case of issues please contact ITS, referencing the Project ID# or Budget Services (see contact info #11)
      iv. Funds may not be transferred between Personal Services and Supplies.
         1. *Exceptions must be approved by the Technology Fee Committee.*
   b. <u>Supplies/Equipment</u>
      i. A Budget Amendment will NOT be submitted prior to July 1st for non-personal services
      ii. Departments must submit quotes to ITS for prior approval of non-personal services (supplies and/or equipment) orders.
         1. Reference the Project ID# on all correspondence between the Department and ITS, whether it be verbal or via email
         2. In the event that quoted items do not correspond with the approved project, ITS will return the quote and a new quote will need to be submitted.

        iii. Once a quote has been approved by ITS

           1. A Budget Amendment will be submitted to Budget Services **by ITS** to allocate the quoted amount to the Department for spending.

           2. ITS will pre-define supplies from equipment (per the quote) for the Budget Amendment

              a. Departments should not need to transfer funds from supplies to equipment or equipment to supplies, but in the case something was overlooked at the time a quote was approved and funded, the Department may submit a Budget Amendment to make the correction.

                  i. Send to ITS for signature

                  ii. ITS will forward to Budget Services for processing

              b. In case of an issue, please contact ITS or Budget Services – see contact info below

        iv. The Department is responsible for monitoring their departmental budgets to verify that the allocated amount was posted to their 16000-700000 and/or 16000-800000 lines

        v. Once the approval is received via email, and the fund transfer has posted, the Department should submit their Requisition(s) through Epro

           1. Reference the Project ID# on Epro Requisitions:

              a. In Step 3 "Review and Submit", in the field called "Requisition Name", please enter the Project ID#

              b. Requisition/Purchase Order should match the submitted quote

7. ITS approves requisition and monitors project spending
   a. Not applicable for 16000-500000 Personal Services
8. Purchasing card purchases for fund 16000
   a. Are not allowed
      i. *Unless* an item is not available through Quote/Marketplace
      ii. For *pre-approval* to purchase such items, please submit email to ITS, referencing the project ID# and which items need to be purchased through PCard.
9. Tech Fees DEADLINE
   a. **FY14 deadline is 4/25/2014**
      i. Requisitions entered into Epro by no later than deadline date
      ii. Final quotes should be submitted to ITS no later than ten (10) business days before deadline date to allow time for processing
      iii. Budget Amendments will be submitted by ITS no later than five (5) business days before the deadline
      iv. This deadline does not apply to 16000-500000 Personal Services
10. Remaining project balances are returned to Tech Fees at year-end, without exception.
    a. *It is not allowed to spend remaining funds on other projects*

11. Other Info:
    a. General Information: http://www.westga.edu/techfees
    b. For Technology Fee related issues, please contact:
        i. Kathy Kral, CIO 678-839-5051 or kkral@westga.edu
        ii. Brenda Valcke, Executive Secretary 678-839-4002 or bvalcke@westga.edu
    c. For Budget related issues related to Technology Fees, please contact:
        i. Karen Hulsey, Budget Analyst, 678-839-5362 or khulsey@westga.edu

* NOTE: UWG Departments are encouraged to spend Tech Fee funded projects at the _beginning of a new Fiscal Year_ rather than at year-end. The items to be purchased through fund 16000 are restricted to the approved Projects <u>only</u>, per the Tech Fees guidelines. _Exceptions must be approved by the Technology Fee Committee._