

**Old Dominion University
Higher Education Equipment Trust Fund
FY2025 Procedures**

1.0 INTRODUCTION

The Higher Education Equipment Trust Fund (HEETF) was established by the General Assembly to provide funding to purchase equipment needed for instruction and research. The State Council of Higher Education for Virginia (SCHEV) works together with the Virginia College Building Authority (VCBA), and the Department of Treasury to administer HEETF through the financing of Trust Funds and the issuance of revenue bonds. Based on identified equipment needs, the General Assembly allocates appropriation to each Institution for the purchase of HEETF Equipment. Each institution then purchases equipment using their operating funds and submits requests for reimbursement from the Trust Fund.

Replacing general and obsolete equipment is the primary focus for the Trust Fund; with an emphasis on accomplishing the following goals outlined by SCHEV:

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

2.0 PURPOSE

The purpose of this document is to clarify The Higher Education Equipment Trust Fund guidelines and establish consistent procedures for execution of the program within the University.

3.0 DEFINITIONS

SYSTEM – An assemblage of instruments, modules, and components that together operate as a single functional unit that interdependently perform a specific task and will remain assembled and operate as a single functional unit for the entirety of its useful life. The system components must be required for the system

RETENTION PERIOD – The timeframe in which equipment will remain in service for its original purpose. For example, computing equipment (Desktops, Laptops, Computer Monitors, Servers, Storage Devices, iPads, and Printers) requires a minimum 3-year retention period while all other ETF equipment requires 7 years.

REQUISITION FORM – Formal request document for equipment purchases. This includes all information needed to process the purchase request for Budget approved ETF purchases (Equipment, quotes, suggested vendor, ETF number, budget code and sub-account code, etc.).

FREIGHT CHARGES – Charges for the transportation of goods. These charges can only be paid using VCBA funding if they are included in the total cost of the equipment.

INSTALLATION COSTS – Cost for unpacking, setting up, and testing the equipment. Building modifications, new electrical outlets, etc. are not allowable costs. Installation costs may be submitted for HEETF reimbursement only if they are included on the same payment voucher as the equipment. S3 z nO3(ge).pment.

- Components of a system must be purchased using one ETF number and entered on separate lines of the purchase order referencing the corresponding ETF number of the system. Every effort should be made to order all components of the system from one vendor. Should multiple vendors be necessary, please contact Procurement Services for assistance.
- Freight/shipping charges shall be entered on the same purchase order as the equipment, but on a separate line item with the appropriate commodity code (96286) and sub-account code (5021).
- Installation costs should be entered on the same purchase order as the equipment, but on separate line items with the appropriate commodity code (96200) and s

submissions to SCHEV. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for a “system.” A listing of expenditure account codes may be found on the Budget Office website at [here](#).

- V. Property Control will ensure the electronic receiver in Banner is completed appropriately for all purchase orders related to equipment delivered to Property Control. If equipment must be delivered directly to a department due to requirements for calibration and/or installation, please ensure that General Accounting is notified (FixedAssets@odu.edu)

7.0 **CONTACTS**

The Office of Budget and Financial Planning:

- budget@odu.edu

Procurement Services:

- Procurement@odu.edu

eVA Setup

- Barbie Edwards: bdedwards@odu.edu

Procurement Process 757-683-3105 or

- Harry Smithson: hsmiths@odu.edu
- Janis Hall: jnhall@odu.edu
- Neil Cutler: ccutler@odu.edu

Fixed Assets/ Property Control:

- FixedAssets@odu.edu

8.0 **ADDENDUMS**

- HEETF Exclusion List
- Retention Requirements

