

## Faculty Computer Refresh Subsidy Program

July 29, 2012

### Introduction

Emerging federal requirements for expenditures disallow computer purchases except where explicitly allowed by and dedicated to a grant. Specifically, faculty computers used for any other purpose than on a specific grant, for example such general uses as communications and academic uses, cannot be purchased using federal funds. This introduces an additional burden on the University to fund such. To ease this burden on the colleges, the Provost allocated for FY 13 \$100,000 in base funds to subsidize such computer purchases. This document contains the terms and conditions for the use and application of such a subsidy.

A committee (the 'Committee') was constituted by the Provost to develop these terms and conditions. The Committee was comprised of the following members: Pat Burns (Chair), Dave Carpenter (CAHS), Jim Cox (CNS), Kacie Reed (CVMB), Mark Ritschard (CAAG), David Ryan (Controller), and Ron Splittgerber (OVPR). The Committee endeavored to attain simplicity, yet maintain accountability, flexibility, and equity.

The program shall be implemented and adhere to the following terms and conditions:

1. The subsidy program shall be available only for tenure-track, regular faculty.
2. The number of tenure-track, regular faculty in each college shall be determined by the Office of Institutional Research on July 1 of each fiscal year. The Office of Institutional Research shall produce and distribute to each college shortly after July 1 of each fiscal year a list of tenure-track, regular faculty eligible for the subsidy in the college.
3. The Provost shall allocate the available funds to each college in proportion to the number of tenure-track, regular faculty in each college, as determined in the preceding item 2.
4. The funds shall be used only to subsidize purchase of personal computers, either desktop or laptop. Other devices, e.g. research computers, tablets, smart phones, etc., are not eligible for subsidy.
5. Computers may be refreshed on any cycle, in accordance with priorities for purchase determined by and at the discretion of each college.
6. The subsidy shall be limited to \$500 or half (fifty percent) of the cost of the computer, whichever is less.
7. The computers shall be purchased using extant purchasing rules, e.g. on the HP contract for the standard models wherever possible. Note that there is an exception process.
8. A single fund shall be established for, in, and under the authority of each college for the subsidy. Colleges must supply the additional funds from other, approved fund sources.
9. Funds not expended by March 15 of each year shall be recovered by the Provost's Office, and returned to the pool for next year's purchases.
10. The program shall be implemented to minimize the administrative burden on all involved. Therefore, colleges shall annually report to the VP for IT no later than May 1 of each year the total number of computers purchased for which the subsidy was used.
11. Business and Financial Services shall report the total amount of subsidy expenditures used by each college to the VP for IT no later than May 1 of each year.
12. The VP for IT shall report to the Provost no later than May 30 of each year: the number of computers subsidized, the total subsidy amount, and the average subsidy amount, separately for each college.
13. It is anticipated that these expenditures will be subject to examination by the Internal Audit Department in the course of their standard audits of the colleges conducted periodically.
14. These terms and conditions shall be reviewed annually by the Committee, which may be reconstituted for such purposes, with the original members if they are available, but augmented by other members if they are not.