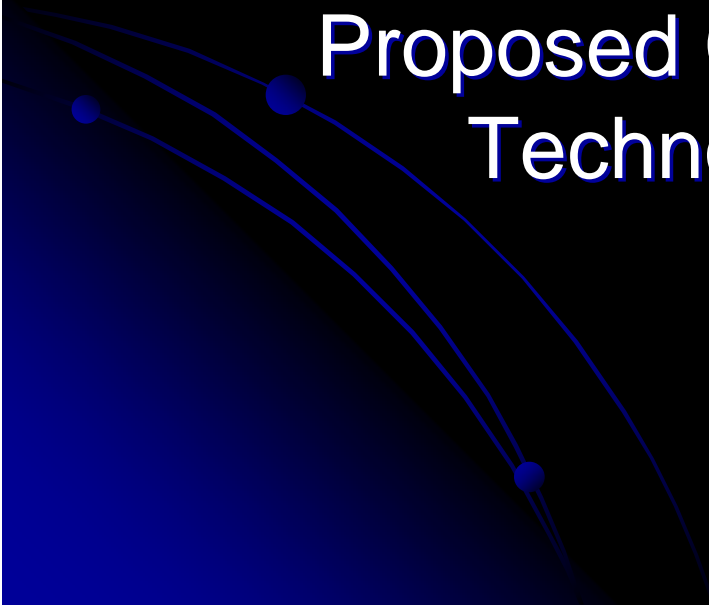


University Charges for Technology Committee

Proposed Changes to Charges for
Technology (CFT) manual



I. Audit Concerns

A. Deficit Spending

The audit expressed concern about deficit spending early in the fiscal year. The ESTC believes that this issue was addressed at the SP04 CFT meeting and that the manual was changed appropriately (as reflected in the October, 2004 CFT manual). However, the changes were not presented to the Board of Governors. The ESTC moves that these changes be formally approved by the UCFT for presentation to the Board of Governors.

I. Audit Concerns

B. Computer Help Desk Supplies

- The audit suggested and the ESTC concurs that Computer Help Desk Supplies (staplers, staples, hole punches, lab signs, cleaning supplies, etc.) be considered allowable "laboratory supplies".
- The ESTC moves that "Computer Help Desk Supplies" be added to #4 under "Allowable Expenses".

I. Audit Concerns

C. Review of Reports by Dean

- The audit suggested that the Dean and/or the College Financial Officer review the annual reports prior to submission. To that end, the ESTC moves that the text under the heading "Reports and Requests to the Board of Governors of the Colorado State University System" be changed from:

Each year each college shall produce an annual Charges for Technology report. Copies shall be made available upon request to any student or faculty member, and a copy of the report shall be posted at all central departmental bulletin boards or on the Web.

to:

Once a year, each college shall produce an annual Charges for Technology report. Prior to submission, the report must be reviewed and approved by the Dean of each college or the college's financial officer. Copies shall be made available upon request to any student or faculty member, and a copy of the report shall be posted at all central departmental bulletin boards or on the Web.

I. Audit Concerns

D. Revenue

In an effort to address these known sources of revenue, the following text is proposed to be added to the manual immediately prior to the section entitled "Strategic Planning within Each College and throughout the University".

"Revenue

The charges for technology assessed to each student comprise the primary source of revenue for the Charges for Technology accounts in each college. In addition, valid sources of revenue include cost-recovery charges for printing, the sale of surplus CFT equipment for non-CFT purposes and cost-sharing charges assessed faculty and staff for the use of services that were entirely CFT funded."

II. Changes to “Allowable Expenses”

A. Furnishings

"6. Furnishings

When equipment is purchased with CFT funds, up to 25% of the cost of the equipment may be used to purchase furnishings that directly support the use of the purchased equipment. There must be a direct tie between the equipment and the supporting furnishing(s).

7. Cost of Doing Business"

II. Changes to “Allowable Expenses”

B. “Ergonomic Furniture”

Both because the "ergonomic" phrase is inconsistently interpreted and to limit the amount spent on furnishings, the ESTC moves that the phrase "Ergonomic furniture compatible with learning stations" under #2 of "Allowable Expenses" be eliminated.