

OHIO BOARD OF REGENTS
GUIDELINES AND PROCEDURES
FOR PURCHASING INSTRUCTIONAL AND DATA PROCESSING EQUIPMENT
WITH HB 16 CAPITAL APPROPRIATIONS

GENERAL POLICY

- A. State funds appropriated for instructional and data processing equipment, are to **supplement** equipment acquisitions made by institutions from local resources. State funds should not be considered at the sole source of money for equipment purchases.
- B. Before payments will be made from funds appropriated in HB 16, an “Intent to Reimburse” form must be received by the Ohio Board of Regents.**
- C. These guidelines and procedures apply not only to equipment acquisitions, but also to all requests for reimbursement of State Capital Appropriations.

GUIDELINES

- A. Generally, equipment must be used directly for ***instructional purposes*** or in direct ***support of instruction***; equipment used in support of OhioLINK or for use by faculty (except when purchased primarily in support of their funded research) are considered to be “in support of instruction.” Equipment used for both instructional and non-instructional purposes (e.g. research) may be acquired; however, state funds will be paid to cover only that portion of costs, which reflect usage for instructional purposes.
- B. Permitted is equipment and materials necessary to prepare and improve infrastructure to permit greater reliance on technology for instructional purposes including, but not limited to, cable and conduit.
- C. The unit value of equipment must equal or exceed \$100. Individual items in a package may cost less than \$100 but must be logically packaged in order to be eligible for funding (e.g. accessories such as a mouse, cables, or start-up software, which are bundled with a computer purchase).
- D. Ineligible items include:
 - 1) Office furnishings and equipment, except computer workstations.
 - 2) Automobiles, trucks, buses, vans, tractors or any maintenance vehicles, regardless of whether the vehicle is used as part of or in support of an instructional program.

PROCEDURES

- A. Institutions may select equipment eligible for funding and request payments up to the maximum sum allocated to the institution. We no longer provide the option of equipment vendors receiving payment from the state. We will only reimburse the institution.
- B. To obtain payment:
- 1) **The attached form titled “Intent to Reimburse” must be returned immediately to the Ohio Board of Regents.** This form is available on our web site. **Pay requests will not be processed until received.**

Federal tax laws require a declaration state the need to reimburse prior to actual expenditures. This form will satisfy that requirement for your Instructional and Data Processing Equipment acquisitions. Please sign, date and show the total allotted to your institution for the specific line item through HB 16 and return immediately.
 - 2) Submit an encumbrance, showing your institution as the vendor, for the total amount allocated to your campus for equipment.
 - 3) Submit a voucher and supporting vendor invoices to the Board of Regents no more frequently than once a month.
- C. **Requests for payments from any appropriations made must be submitted to the Board of Regents.**
- D. Information to be submitted with a request for payment **MUST** include the following:
- 1) The attached form titled “Pay Request” must be submitted with EVERY request for payment. Include the name and phone number of the person to whom any questions may be directed; and the name and address of the person to whom payments should be mailed.
 - 2) A list of the equipment items or items and the number of units of each.
 - 3) The academic unit or units for which the equipment is assigned
 - 4) The unit costs and extended invoice price for each item of equipment.
 - 5) The total net price paid (freight, discounts, etc.) This will be the sum actually payable.
 - 6) The branch campus, if applicable, where the equipment is to be placed.
 - 7) Copies of all vendor invoices or purchase orders.

- E. The requests for payment will be reviewed by Board of Regents staff to determine whether the equipment purchased meets the guidelines above and is, therefore, eligible for payment.
- 1) If the equipment purchased is found to be eligible, state accounting will process payment vouchers and warrants will be sent directly to the institution.
 - 2) **If any equipment purchased is found to be ineligible for payment, the entire request will be returned to the institution without further action.**
 - 3) It will then be the institutions responsibility to correct the document and resubmit.

SPECIAL NOTE:

Since there is no longer pre-approval by the Board of Regents as to the eligibility of any particular item of equipment for payment, an institution may find that an expected payment is not approved.

For most equipment expenditures, the “risk” of losing payment should pose no financial problems, since most purchases involve relatively small dollar amounts and since institutions are expected to consider state funding as a supplemental, not sole, resource for equipment acquisition.

For higher cost equipment purchases, the risk is higher. TO AVOID LOSS OF PAYMENT AND TO MINIMIZE POTENTIAL ADVERSE FISCAL IMPACTS, INSTITUTIONS MAY SEEK AND OBTAIN PRE-APPROVAL OF SPECIFIC EQUIPMENT PURCHASES IF THE AMOUNT OF THE PROPOSED PURCHASE EXCEEDS \$5,000.

Pre-approval may be secured simply by submitted a written request to the Board of Regents describing the equipment to be purchased, the estimated unit and total costs, and the nature of the instructional use to which the equipment would be put.

Equipment purchased with funds from previous appropriations for which payments were made can serve as a guide to future purchases since while the eligibility criteria have been broadened, every type of purchase permitted in the past is still eligible.