

OHIO BOARD OF REGENTS
GUIDELINES AND PROCEDURES
FOR PURCHASING INSTRUCTIONAL AND DATA PROCESSING EQUIPMENT
AS OF FEBURARY 24, 2011

GENERAL POLICY

- A. The Ohio Board of Regents expects that state funds appropriated for instructional and data processing equipment will supplement equipment acquisitions made by campuses from local resources. State funds should not be considered as the sole source of money for equipment purchases.
- B. An Intent to Reimburse form must be received by the Ohio Board of Regents before the agency will process requests for reimbursement from appropriated funds.
- C. **ALL CAMPUSES MUST SUBMIT PAPER REQUISITIONS AND VOUCHERS TO OBR FOR PROCESSING. DO NOT PROCESS ELECTRONIC REQUISITIONS AND VOUCHERS THROUGH OAKS FINANCIALS.**

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. Campuses may select equipment eligible for reimbursement and request payments up to the maximum sum allocated to the institution. OBR will not pay equipment vendors directly.
- B. To obtain payment:
 - 1.) Return the Intent to Reimburse form to OBR. This form is available at http://regents.ohio.gov/capital/forms/INDP_ReimburseForm_09-10.pdf. Pay requests will not be processed until received. Federal tax laws require a declaration stating the need to reimburse prior to actual expenditures. The Intent to Reimburse form will satisfy that requirement for your Instructional and Data Processing Equipment acquisitions.
 - 2.) Submit a requisition, showing your institution as the vendor, for the total amount released for equipment.
 - 3.) Submit vouchers and supporting vendor invoices to OBR no more frequently than once a month.
- C. Information to be submitted with a request for payment MUST include the following:
 - 1.) The form titled Pay Request (available at <http://regents.ohio.gov/capital/forms/pay%20request%20form.doc>) must be submitted with EVERY request for payment. Include the name and phone number of the person to whom any questions may be directed.
 - 2.) A list of the equipment items and the number of units of each item.
 - 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.) If applicable, the branch campus where the equipment is to be placed.
 - 7.) Copies of all vendor invoices or purchase orders.
- D. 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 may be returned to the institution without further action.
 - 3.) The campus is responsible for correcting reimbursement requests and, if necessary, resubmitting to OBR.

SPECIAL NOTE:

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

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.