

# Minnesota State University, Mankato

## Equipment Allocation Process

*This process will remain in effect until amended or replaced.*

1. **Divisional (Core) Equipment Budget**
  - Each fiscal year, 50% of the total university equipment budget will be distributed to the divisions.
  - This allocation by division will be determined from an equitable formula proposed by the Budget Work Group and approved by the Cabinet (See Attachment 1). The formula will be reviewed yearly by the Budget Work Group.
  - The divisional (core) equipment budget is used for the replacement/upgrade cycle for each division's existing equipment.
  - Priority lists will be developed within each division
  
2. **Institutional Projects**
  - Each fiscal year, 50% of the total university equipment budget will be used for projects that support university goals.
  - By April 1 of each fiscal year, divisions will have the opportunity to submit a list of institutional projects to the Budget Office (See Attachment 2).
  - After the April 1 submission of divisional lists, the Budget Work Group will review and recommend to Cabinet a prioritized list within each of the three project areas.
    - a. **Capital Assets**
      - This budget will be used for purchase of items with a minimum cash value of \$5,000 and an expected life of at least three years. Additional consideration will be given to items for which matching funds are available.
    - b. **High Technology**
      - This budget will be used to upgrade campus wide technology equipment and infrastructure.
    - c. **Ergonomics**
      - Guidelines will be established by the Department of Environmental Health & Safety for equipment related to an employee's work environment for distribution throughout the campus community.
  
3. Additional funds provided beyond the initial fiscal year allocation for equipment, or equipment funds not expended during the current or previous fiscal year will be used for Institutional Projects.

## **Timeline for Equipment Allocation for the Subsequent Fiscal Year**

*No Later Than:*

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|------------|---|
| April 1    | Divisions submit prioritized institutional project lists.   |
| May 1      | Budget Work Group recommends a divisional (core) equipment budget and a list of institutional projects to the President.    |
| June 1     | President authorizes the divisional (core) equipment budget and funding of institutional projects for the next fiscal year  |
| June 1     | Budget Office distributes next fiscal year divisional (core) equipment budget and approved list of institutional projects.  |
| October 1  | Budget Office identifies any prior year equipment carry forward funds and/or additional equipment funds from other sources. |
| October 15 | Budget Work Group reviews and recommends to the President a prioritized list of institutional projects.                     |
| November 1 | President authorizes funding of additional institutional projects.  |