

# 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, 60% 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, 40% of the total university equipment budget will be used for projects that support university goals.
- Institutional Projects will include capital assets (those worth \$5,000 or more and have a life of 3 years or more). Special emphasis in the process will be high technology, instructional equipment and classroom furniture. Of the Institutional Project Equipment Budget, up to \$80,000 will be identified and used for classroom furniture.

Higher priority will be assigned to projects: supported in part by matching funds, involving an institutional partnership among colleges or divisions, and having a broad institutional impact.

- Exceptions to this \$5,000 limit will be Ergonomics in which a minimum budget of \$20,000 is to be established. Requests for ergonomic items will not come up through the divisions but will require a "Request for Ergonomics Evaluation" form completed and submitted to the Budget Office.
- 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 prioritize, Budget Sub Meet & Confer will review, after which a recommendation will be submitted to the Cabinet and President for approval.

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.   |
| April 15   | Budget Work Group recommends a divisional (core) equipment budget and prioritizes institutional project list.   |
| May        | Budget Sub Meet & Confer reviews and comments on institutional project list.  |
| May 15     | Divisional equipment budget and prioritized institutional project list is submitted to President for approval.  |
| 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 institutional project list and submits to the President a prioritized list of institutional projects along with the additional equipment funds available. |
| November 1 | President authorizes funding of additional institutional projects.  |