Student Technology Fee Policies

Supplies/Furniture –
The Student Technology Fee will NOT pay for supplies or furniture. Examples of items which cannot be purchased with STF funds are: light bulbs, toner, carts, batteries, extra cables.

P-Card Purchases –
Purchases made on a P-card must be approved PRIOR to the actual purchase, or you agree to pay for the items purchased which do not conform to the specifications detailed in your proposal.

Price Differences –
The Student Technology Fee committee's policy regarding a difference in the purchase price from the original request is as follows: If the price is higher than was indicated on the proposal, the additional expense will be paid for by your budget. If the price is lower than indicated, the savings will be deducted from the amount the Student Technology Fee is contributing.

Deadline for Purchases –

Small Projects: The deadline for your small project purchases is listed in your acceptance email. No small projects will be carried over to the next fiscal year.

Large Projects: The deadline for your large project purchases is listed in your acceptance email. Large Projects will be carried over to the next fiscal year only with a valid reason to carry over the project, and approval by the STF Committee Chair. Requests to carry over a project to the next fiscal year should be emailed to technology@selu.edu.

Matching Projects: The deadline for your matching project purchases are in accordance with the deadlines for the grant for which this is a match (for example a BOR grant). In any case, purchases must be made by the end of the fiscal year following the year the grant is awarded.

The grant recipient is responsible for ensuring funds are spent by the deadline. Any funds not spent will be forfeited and roll back into the STF fund to be re-allocated to other projects.

Departmental or Outside Funds Used to Match STF Funds –

Small and Large Projects: Departmental and outside funds used to match STF funds must be spent PRIOR to requesting STF funds. Proof of the expenditure includes .pdf copies of receipts from P-card purchases or .pdf copies of PR's entered into Workday.

Student Technology Fee Purchasing Procedures

Method of Purchase

If Purchase is:	Then
Under $1,000	Use your departmental P-card to make the purchase. If you do not have one, request that your departmental secretary place the order for you.
$1,000 or more	Enter a requisition into Workday, including all required attachments • See chart below for budget information. Be sure to enter the project code, as well as the budget. • In the "Memo to Suppliers" field, type the name of the project, whether it is a Small, Large, or Matching Project, and the name of the grant recipient. (Example: "New Computer for Room 123"- Small Project by John Smith)

Table 1: Method of Purchase

Which Budget to Use?

Type of Grant	Budget	Project Code
Small Project	20037	PRJ200144 – STF Small Project (42214)
Large Project	20037	PRJ200142 – STF Large/Matching Project (42210)
Matching Project	20037	PRJ200142 – STF Large/Matching Project (42210)

Table 2: Which Budget to Use

How To Use a P-card For Your STF Purchase

Step	Action
1	Identify the item you would like to purchase (on-line, catalog, etc.)
2	Obtain a copy of the specifications of the item. Print the on-line page, make a copy of the catalog page, or clearly describe the item and its price for items to be purchased from a physical retail outlet.)
3	Submit a request to purchase the item to the Office of Technology. This can be submitted via a .pdf file attached to an email, or email a link to Shannon Sciortino at technology@selu.edu.
4	The Office of Technology will verify the specifications are the same as indicated in the grant, and you will receive approval for the purchase via email, and will be given the budget number to which the purchase should be charged.
5	Make the purchase using your departmental P-card. Keep the receipt for your P-card reconciliation.
6	When you receive a notification, enter an expense report into Workday for your P-card purchase.

Table 3: How to Use a P-card for your STF Purchase