POLICY: NON-PERSONNEL INFORMATION TECHNOLOGY RELATED COSTS
AUTHORS: DAWN DRAKE, CATHY RIEDL-FARREY, MICHAEL SHERER
ISSUE DATE: MARCH 12, 2013
REVISED DATE:

PURPOSE:
The purpose of this policy is to define how non-personnel information technology (IT) related costs are allocated to the campus departments.

PRINCIPLES:
1. Program revenue departments will be assessed an allocation of cost using the methodology in which the campus is assessed.
2. Purchases that are only used by a program revenue department shall be paid by the program revenue department.
3. Departmental purchases of IT related items need approval from the Office of Information Technology prior to purchase.
4. Program revenue departments will be notified of their estimated assessment by November so that costs can be put into the budget planning for the following year.
5. Materiality will be applied to what charges are assessed.

DEFINITIONS:
Program revenue department: Department in which the fund is 128, 131, 132, 136, or 189.

Materiality: Relates to the importance/significance of an amount. For example, a $50 charge will not be distributed out to various accounts as the cost to transfer the small amount would be more than the benefit of doing so.

EXAMPLES OF COSTS THAT ARE ALLOCATED:
Consultant services
Licenses: D2L, ImageNow
Network & security infrastructure: Servers, switches
Software Maintenance: Microsoft Suite

PROCEDURE:
Costs can be allocated through the split funding on the purchase requisition or invoice; or
Costs can be distributed after invoice payment utilizing the general ledger transfer request form.