

INFORMATION TECHNOLOGY AND INSTRUCTIONAL
EQUIPMENT FEE EXPENDITURE GUIDELINES
Revised May 2006

The University will allocate Information Technology and Instructional Equipment (ITIE) fee revenues only for expenditures that directly support student learning by providing access to information technology and other laboratory and instructional equipment and supplies. Expenditure plans and requests must be part of an instructional equipment budget plan, including local funds and OBR instructional equipment funds.

Included expenses: ITIE funds may be used for equipment, instruments, tools, materials, supplies and personnel that will be of direct and primary benefit to student learning, including:

- Salaries of those who provide assistance to students through support of laboratories, studios, and network systems, including technical staff and student workers. If positions also provide support for other functions, ITIE funds may be used for only that portion of the salary directly proportional to the support of the student service;
- Software, including site licenses, available to students for any class or program;
- Maintenance and repair of university computers, laboratory, studio and classroom equipment and instruments used by students, including tables, chairs, and phones in laboratories;
- Instructional and laboratory equipment that is available to students but remains the property of the University, including the purchase of data projectors that are primarily used for instruction;
- Equipment, software, support, and operating costs that improve student access to the campus network; and
- Laboratory, studio, and computer equipment and supplies required for instructional programs, including equipment for field trips.

Excluded expenses: ITIE funds may **not** be used for equipment, supplies or personnel costs that only indirectly benefit student learning, such as:

- Purchase of equipment that is not used by students; i.e., equipment such as computers, etc., that is primarily a teaching aid available only to faculty;

- Travel expenses of any kind besides equipment. Examples of excluded expenses include lodging, meals, training or conference registrations, or membership fees/dues;
- Stipends or honoraria for faculty, guest lecturers, or speakers;
- Wages for tutors/teaching assistants who don't serve in computer labs; and
- Renovation of existing facilities when such renovations (such as building walls or ceilings) are considered capital improvements.