

<b>SUBJECT:</b> IT Expense Allocation Procedure	<b>Effective Date:</b> 10/19/15	<b>Procedure Number:</b> FS 2015 FS0015	
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	<b>Responsible Authority:</b> Director, Resource Management		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all departments supported by the Resource Management Information Technology unit:

**Facilities & Safety**

- AVP Office
- Environmental Health and Safety
- Facilities Operations
- Facilities Planning and Construction
- Landscape and Natural Resources
- Quality Management and Improvement
- Resource Management
- Utilities and Energy Services

**Parking and Transportation Services**

**Public Safety**

- Police Department
- Victim Services
- Department of Security and Emergency Management

**PROCEDURE STATEMENT:**

The Resource Management Information Technology unit is responsible for providing technological support to all departments within the Facilities & Safety domain, Parking and Transportation Services, and Public Safety. This procedure identifies the allocation of costs by department for both the annual budget and purchases that may arise during the fiscal year. The IT budget is structured so that departments can share the cost of resources based on their size and resource consumption, with the goal of providing the same level of resources to all departments supported at a lower cost.

The IT unit maintains an inventory database for all items and contracts used by the departments, which allows for better tracking of the products' lifecycle. This database allows the IT unit to

assist the departments with short- and long-term budgeting for direct-purchase, IT-related items.

## **DEFINITIONS:**

**Direct costs:** costs associated with implementing and maintaining technologies that are used by only one department

**Direct purchases:** hardware such as computers and printers purchased from departmental budgets. The IT unit provides the department with product recommendations and evaluations, and secures volume discounts or negotiates to obtain the lowest possible price.

**Shared resources:** software or hardware used by multiple departments that share the benefits and the associated costs. Common shared cost software resources include, but are not limited to:

- Adobe
- ArcGIS
- Laserfiche
- Microsoft operating systems
- Microsoft software
- NetMotion Mobility
- Volume licensing agreements

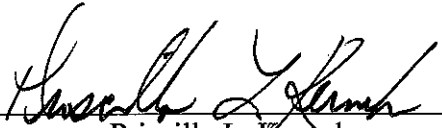
**Special-case shared cost:** a one-time cost, usually resulting from a special business case or need, to purchase a new technology resource that will be used by more than one department.

**Volume licensing agreement:** an agreement available to all university departments that allows departments to purchase software under one agreement at a heavily discounted price. These agreements are structured by number of full-time employees or the number of licenses. The most common agreements are the Microsoft Campus agreement and Adobe.

## **PROCEDURES:**

1. The Division IT Manager will meet with departments throughout the year to identify any new technologies required for the next fiscal year.
2. The Division IT Manager will begin developing the next fiscal year's budget in January/February of the current fiscal year. Separate line items will be budgeted for all direct costs, shared resources, and special-case shared costs by department. All costs will be pre-approved by the directors, and the resources will be managed by the IT unit.
  - a. A direct cost will be allocated to the single department that uses the resource.

- b. Costs for shared resources will be determined based on each department's percentage of use, number of employees, or a volume licensing agreement (per unit license).
  - c. Special-case shared costs will be approved by all directors.
3. Service contracts, renewed annually, may be either direct or shared costs. Common service contracts are Laserfiche, Kronos, and Data Backup appliances.
  4. Purchases will be initiated by a PO or Computer Store requisition, and shared costs will then be allocated by either PO or internal journal transfers to the appropriate department(s).

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	