

Bloomsburg University Technology Fee Procedures

The Pennsylvania State System of Higher Education (PASSHE) Board of Governors' established the criteria for qualifying technology fee expenditures (see PASSHE Board of Governors Technology Fee Policy). At Bloomsburg University, technology fee funds are administered through the Office of the Provost and Vice President of Academic Affairs in consultation with members of the Dean's Council. Members of Dean's Council develop requests for technology fee funding in cooperation with their respective departments or units. The planning process for administering the funds coincides with the normal fiscal year budgeting process. All technology fee requests are submitted to Dean's Council for review. The Assistant Vice President for Technology provides Dean's Council with an annual summary of available funds for the upcoming fiscal year. Since a number of previous technology fee projects require annual fees, and all past projects must be maintained if equipment associated with them requires replacement, there is limited funding for new projects each year.

The Assistant Vice President for Technology coordinates the operational details of equipment specification, purchasing and installation in cooperation with appropriate technology support staff and departmental contacts. The AVP of Technology also reconciles all purchases against approved plans and assembles the reporting details necessary to meet accountability standards set forth by PASSHE.

Technology Fee Planning Timeline

February	Generate upcoming fiscal year technology fee revenue projections
March	Initiate technology fee planning process at Dean's Council Provide annual report of estimated revenue for new projects Solicit departmental technology fee requests Consult with appropriate technology support staff Create preliminary technology fee plan and budget
April	Review and revise preliminary technology fee plan and budget
May	Finalize technology fee plan and budget Dean's Council endorsement of technology fee plan and budget
September	Release of funds for technology fee projects