

Guidelines for Using Academic Affairs Plant Funds for Purchase of Equipment and/or Space Renovation

Plant funds can be used for **planned** and **substantial** (in terms of total dollars and/or total items purchased) equipment purchases and/or space renovations. Plant funds can also be used for **substantial emergency** equipment purchases. Plant funds are not intended to be used

_____ non-expendable property having a useful life greater than one year and an acquisition cost of **\$500** or more **per unit**.

Space renovation is defined as remodeling, renovation, restoration or updating of university space with a total cost of at least **\$2,000**. Construction of new offices / space within an existing university building space is permissible with appropriate approval from the college dean and the provost.

Steps for Plant Funds to Purchase Equipment and/or Pay for Space Renovation.

Purchases of equipment (meeting the above definition) using plant funds may be processed either via use of a university purchase order ("PO") or by acquiring an invoice for the equipment being purchased. Any single piece of equipment costing \$5,000 or more must use a PO and work with the Procurement Office. Invoices for any single piece of equipment costing less than \$5,000 should be sent directly to the Provost's Budget Office (PBO) for processing.

Payment for space renovation (meeting the above definition) using plant funds must be coordinated with the PBO. Requests for space renovations must be initiated by the Provost's Office which in turn will contact University Facilities. Please do not contact University Facilities directly.

Samples of Appropriate Plant Fund Use:

Piano purchases in CFA. The College of Fine Arts has a large inventory of varied types of pianos needing replacement. Pianos more than 40 years of age were deemed most in need of replacement. Plant funds are being used to purchase a significant number of replacement pianos costing many hundreds of thousands dollars annually over several years.

Space renovation in 7800 York. The 3rd floor of the 7800 York building needed significant renovation to create more and better space / offices for full-time math faculty, math adjunct faculty, math tutoring, and for UTeach faculty and students. Plant funds were used to pay for part of these renovations amounting to several hundred thousand dollars.

Emergency equipment replacement in Biology. One of two large centrifuges in the Biology Department stopped working in mid-semester, and was deemed unfixable. Plant funds could have been used to purchase a new centrifuge, which was approximately \$35,000. (We had not yet started the plant fund account when this purchase was made a few years back.)