

EQUIPMENT TRUST FUND INSTRUCTIONS – EARLY PURCHASE

STEP 1: REMINDER - STATE/JMU ETF PROCUREMENT REQUIREMENTS

ETF funds **cannot** be used to purchase application software, items costing less than \$500, office or classroom furniture/appurtenances, used equipment, or transportation equipment. ETF equipment must remain in inventory for a minimum of 7 years.

Each ETF equipment item with a purchase value of at least \$500 must be listed separately so that it can be given a unique ETF reference number. Multiple purchases of like items (such as twenty computers) **cannot** be shown as a single item on the list but must be shown as individual units being purchased separately.

STEP 2: ENABLE MACROS /ADJUST EXCEL MACRO SECURITY LEVEL

The ETF forms include Excel macros to improve functionality. For the macros to work you need to select “Enable Macros” when prompted to do so. You will also need to set the macro security settings in Excel to “Medium”. This can be done using the following steps: select “Tools”--“Options”--“Security”--“Macro Security”--“Medium”.

STEP 3: COMPLETE ETF – PENDING APPROVAL FORM

The ETF Early Purchase Form is used to request reference numbers for ETF equipment being purchased prior to SCHEV approval. Eligible early purchase equipment items are listed in the form drop down box. Detailed instructions for completing this form are below. To submit the form, save the file using a unique name for your department and/or print a hard copy for your reference. Send an electronic copy to Aaron Largent in Fixed Assets at largenad@jmu.edu.

DETAILED INSTRUCTIONS FOR COMPLETING THE ETF – EARLY PURCHASE FORM

1. Department Name, Contact, e-mail/phone – please enter the name of the department submitting the form and related contact information.
2. ETF Form # (optional) – if a department is submitting multiple forms, it may be desirable to number each form for your reference. Example: Chemistry #1, Chemistry #2, etc.
3. ETF Allocation – is a summary of the ETF allocation your department has been authorized to spend by the VPAA office. If you do not know what the ETF allocation is for your department, please contact your Dean. Details for each ETF Allocation field follows:
 - ❖ ETF Allocation - enter the total ETF allocation for your department
 - ❖ ETF Req (previous forms) - enter ETF amounts previously requested as a negative amount (i.e. previously submitted Early Purchase form).
 - ❖ ETF Req (this form) - is a formula which calculates the sum total of the ETF requests being submitted on the current form
 - ❖ Balance - is a formula which calculates the amount of remaining allocation
4. Insert Rows - Click on “Insert Rows” button if space for additional equipment requests is needed.
5. DeptID - Select from drop down box the DeptID for which the equipment is being requested
6. Equipment Description – Select from drop down box the equipment item description which best describes the item you wish to purchase (i.e. Dell Optiplex 755 = Computer). Item descriptions are listed alphabetically.
7. Qty – quantity of item should always equal 1. Each item requested is assigned an individual reference number.
8. Amount - Enter the dollar amount for each equipment item. Each equipment item must cost at least \$500.
9. The total sum of your ETF request should equal the total allocation for the department, plus 30%. **Please do not exceed 30% of the total allocation.** The additional ETF equipment request of 30% is recommended should substitutions be needed to replace equipment items on the list that are not approved for purchase by JMU or SCHEV. The actual purchase of ETF equipment is limited to the base allocation amount approved by your Dean.