

# Guidelines for Appropriate Expenditure of Income from the Student Technology Fee

Approved by Computation Advisory Committee, CAC, on May 9, 1991  
Amended on November 19, 1993, March 7, 1996, December 1, 2005, November 20, 2009, April 22, 2010, January 25, 2011 (effective July 1, 2011), updated October 26, 2011

These guidelines apply to the use of all student technology fee funds (Central Pool, College Pool, or any other funds supported by student technology fees). The expectation is that committees with half of their members consisting of Iowa State students establish priorities and make decisions about the expenditure of student technology fees. The Computation Advisory Committee, CAC, should be consulted for interpretation of these guidelines or the perceived need for revisions of these guidelines.

## I. USE CATEGORIES

A. The types of uses deemed to be **supportable** are:

1. Information technology resources for all Iowa State University students.
2. Information technology resources by faculty and staff (provided that such use is directly related to instruction).
3. Renovations and updates to facilities required for educational technology use. Examples include wiring required for computer operation and furniture needed for educational technology delivery.
4. Recurring costs instrumental to the delivery of educational technology and content.
5. Staff (not including faculty) time and associated benefits directly involved in preparation, delivery, and support of educational technology and content.

In general, many costs can be supported by CAC funds provided they are used to support educational technology setup, delivery, and support. Supportable information technology includes devices and software used for the acquisition, processing, and testing of data as long as the use is directly related to student education.

B. The types of uses deemed **inappropriate for support** are:

1. Sponsored research and consulting by students, faculty or staff.
2. Un-sponsored research or consulting by faculty or staff.
3. Staff work not directly related to student education.
4. Construction and renovation of physical facilities that are not instrumental to the delivery of educational technology.
5. Purchase of major educational technology equipment (greater than \$25K per system) without consultation with CAC.

II. **EXPENDITURE CATEGORIES** (intended principally for the supportable uses listed in section IA) (All expenditures are subject to Reporting and Account Oversight in Section III below.)

- A. **HARDWARE** – Purchase, maintenance, replacements or upgrades of university-owned equipment
- B. **SOFTWARE** – Purchase, maintenance, replacements or upgrades for university owned machines and/or site licenses
- C. **EXPENDABLE SUPPLIES** (e.g., paper, toner, media, etc.)
- D. **STUDENT ACCESS TO NETWORKS**
- E. **SECURITY AND PROTECTION** against loss through theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, and payment of insurance premiums)
- F. **SUPPORT PERSONNEL** directly involved with hardware/software assistance and maintenance (e.g. lab monitors).
- G. **PERSONNEL INVOLVED IN COURSE DEVELOPMENT** as deemed appropriate by the colleges and departments for courses that make use of information technology resources. These expenditures may be for all Iowa State University student support, Information Technology Services personnel support, and general support costs (which may include expenditures to foster and promote course development).
- H. **GRADUATE STUDENT TUITION** for students working on CAC projects and initiatives when state or external funds are not available to support this cost.
- I. **OTHER SERVICES or FEES** related to the use of information technology for class development or delivery.

### III. REPORTING AND ACCOUNTING OVERSIGHT

All cost commitments must be valid university expenses. Individuals at the department and college levels are responsible to ensure that these guidelines are followed. The policy for expenditures can be found at:  
<http://policy.iastate.edu/policy/business/expenditures/>.

In addition, the CAC Administrative Liaison will conduct an annual review and identify expenditures under the expanded categories against student technology fee income for further review by the Computation Advisory Committee. This annual review will include expenses on CAC funds in the following categories: Budgeted employees and staff supported greater than 50% of base salary, furniture, renovation, travel, contracted services, vacation/sick leave payout, hourly overtime, employee reimbursement or expenditures where the business purpose is not apparent.

Units are *strongly encouraged* to obtain committee approval in advance of commitments in these categories. Submit requests to the CAC Administrative Liaison, [admin-cac@iastate.edu](mailto:admin-cac@iastate.edu), based on the format in the appendix to this document.

In addition, units will report yearly on expenditures using CAC monies. These reporting guidelines are in the document titled "College/Unit Reporting Guidelines" located on the CAC website (<http://www.cio.iastate.edu/committees/cac/>).

**APPENDIX A**

**Request for advance approval of unusual\* expenses**

[\*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

**Category of unusual expense (from guidelines):**

**Description:**

**Date(s) of proposed expense:**

**Justification\*:**

**\*(Please attach PIQ of employee if requesting greater than 50% of base salary support from CAC.)**

**Requested by:** \_\_\_\_\_

**College approval:** \_\_\_\_\_