



11.2.5.6 Original Budget Student Technology Fees

Policy Statement

Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution.

Reason for policy

The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant University with statewide commitments and responsibilities, as the State's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and Nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures

Mandatory Student Fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents. Since Fall 2000, the Student Technology Fee has provided students with computing equipment in the Student Learning Center, improvements to WebCT, expansion of the PAWS wireless network, and Internet support to students living on campus. While these services and systems are provided campus-wide, all schools and colleges receive a portion of the Student Technology Fee based on the number of students within the school or college. These funds are used to address specific technology needs of the respective school or college. All mandatory fees, which include the Student Technology Fee, shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester.

Operation "T" for Student Technology Fee Funds: In order to satisfy accounting requirements developed by the Board of Regents in response to Senate Bill 73, Student Technology Fee funds must be budgeted and expended in a unique operation within the existing university account structure. Operation "T" has been established for student technology fee funds.

Procedure: Each unit receiving a Student Technology Fee (STF) allocation will be required to establish an operation "T" account number for their respective unit. When completing the electronic Request for Account Addition/Change Form, the following special instructions apply to STF accounts:

- I. Line 5 "Request Project Name" - Begin each account name with STF
- II. Line 6 "Funding Source" - Enter "Student Technology Fee"
- III. Line 10a "Function Category" - Enter "Academic Support"

Those units desiring multiple account numbers for multiple projects will need to electronically submit a separate form for each account number requested. When preparing and submitting the electronic document budget amendment to fund Student Technology Fee accounts, offset the STF allocation to account 1044TT520000 with object 84000. This account should appear in the budget amendment section of the electronic document and will not have a current budget amount.

IMPORTANT: Operation "T" accounts cannot be offset by general account numbers.

Units may have the option to "carry forward" up to five percent (5%) of Student Technology Funds by submitting a written plan to the Committee for Applied Instructional Technology (CAIT) for approval. If a unit wishes to "carry forward" funds in an amount that exceeds the 5% cap, the unit must submit the plan along with appropriate justification through the CAIT to the Vice President for Finance & Administration and the Vice President for Academic Affairs / Provost for approval

Forms/Instructions

There are no forms associated with this policy.

Additional contacts

Policy Contact: University Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Policy definitions

There are no definitions associated with this policy.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President - Finance Division

Policy Owner: Budget Division

Policy Contact: University Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices

There are no appendices associated with this policy.

FAQs

There are no FAQs associated with this policy.

Related information

See the University System of Georgia Board of Regents Business Procedures Manual for Original Budget:

http://www.usg.edu/business_procedures_manual/section8/manual/8.5_original_budget

See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies:

[BOR Policy Manual](#)

See the University System of Georgia Board of Regents Business Procedures Manual for additional details about operating budget processes and budget amendment processes:

http://www.usg.edu/business_procedures_manual/

See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention:

http://www.usg.edu/records_management/

Policy Dates

Effective Date:

Date Last Updated: 04/17/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: