

UW Tacoma Administrative Directive 40.0

Annual Adjustments to Budgets for Technology Fee, Telecommunications Equipment, and Line Charges

(Approved by the Vice Chancellor for Administrative Services, June 30, 2011)

1. Purpose: The purpose of this Administrative Directive is to clarify the annual adjustments to budgets for changes in the charges for telecommunications equipment and line charges and for the Technology Fee.
2. Background: In Fiscal Year 2011 the University implemented a Technology Fee. This fee is based on annual average FTE in each unit. At the same time the fees for equipment and line charges were reduced as they were now reflective of only those expenditures and not recapturing other technology costs such as e-mail, administrative infrastructure, campus site licenses, etc.
3. Overview: On an annual basis the Technology Fee and Telecommunications Equipment and line charges is reviewed by UW Information Technology. Based on this analysis, any or all of the fees may be adjusted. The number of FTE for a unit is adjusted based on the annual average for the previous period.
4. Procedures:
 - a. In the spring of each year the Tacoma Campus Finance Office receives a listing of the employee FTE for each unit by quarter.
 - b. Finance Office assigns the budget number for each FTE.
 - c. An FTE may be split between budgets, based on the payroll budget for the FTE in that quarter.
 - d. The new monthly Technology Fee for each budget is then submitted to UWS Information Technology.
 - e. UWS Information Technology will the assess charges to the budgets on a monthly basis. The charges for each unit for the prior year are compared to the new charges, and an adjustment to match the budget to the new charges is made as needed.
 - f. If fee changes are made to equipment and line charges, these changes are compared to current charges and adjustments to budgets are made as needed.
 - g. The Finance Office then notifies the departments of adjustments to their budgets.

For more information please contact the Associate Vice Chancellor, Finance.

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