

University of Louisiana System

**Title: GUIDELINES FOR USE OF
DATED EQUIPMENT
BOUGHT WITH
TECHNOLOGY FEE MONEY**

Effective Date: Spring, 2001

Cancellation: None

Chapter: Finance and Business

Policy and Procedures Memorandum

The Student Advisory Council (SAC) is of the opinion that every effort be made to ensure that equipment bought with money collected from technology fees at System universities be kept in the hands of students and retained for their use and be placed in areas of direct benefit to the students. This policy shall be in effect unless the university's original Technology Fee Plan indicated a plan for use of dated items purchased with technology fee monies. The Technology Fee Committee on each campus will provide the final approval for the placement of this equipment.

The following is a list of areas in which the Student Advisory Council thinks dated equipment should be placed:

1. Dorm Labs – create new or enlarge existing dorm labs
2. Dorm Rooms – begin with honors dorms and work into putting computers in all dorm rooms
3. Library – create new or enlarge existing labs with computers
4. Auxiliary Departments – registrar's office, financial aid labs, testing centers

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5. Student Organization Labs – create labs specifically for student organization use
6. Any area that is deemed appropriate by tech committees as long as there is direct student benefit
7. Enlarge current labs according to the amount of student traffic in those labs

In instances where the above choices have been exhausted, the Council suggests the following:

1. Transfer equipment to areas of the university that are in need of computers as long as the computers' presence will enhance the quality of education for the students
2. Transfer equipment to areas of the university where benefit to students may be indirect but will be effective in enhancing the quality of education for students

When the property is no longer useful for its original purpose, the equipment shall be discarded according to the university's Disposition of Surplus Property policy.

Policy References:

Louisiana Revised Statutes

Review Process:

Student Advisory Council
Vice Presidents of Business and Finance
Legal Counsel

Distribution:

University Presidents
Student Advisory Council
Vice Presidents of Business and Finance