HOW TO ENTER AN EQUIPMENT USE FEE

To complete this task you must have the UF_SF_COURSEFEE_DEPT_USER security role. **Equipment** is defined as: Significant equipment that is used to prepare students for their career or profession and is used for instructional purposes only with direct use by the students.

Equipment Use Fees are:

- Billed to the student in addition to tuition.
- Used to build a reserve in order to replace long term equipment, and cover the cost of annual maintenance and insurance on equipment used in a laboratory setting.
- Collected funds over several years from several courses that use the equipment.
- Grouped in Pool IDs that consist of all equipment to be assessed for a particular course or set of courses and represents a laboratory.
- Based on a per credit hour basis, rounded to the nearest dollar.
- A minimum of $1.00 per credit hour.
- Not limited, but applications for EU Fees over $30.00 per credit hour will need to be accompanied by a justification letter signed by the Dean.

Note: Individual courses may only be assessed for one Pool of equipment. Colleges must be able to provide auditable records to show use of the equipment and methods used to calculate the percentage of use attributed to the Equipment Fee. Only direct contact with equipment should be counted as participation, no passive contact is to be considered.

Per University Policy, Equipment Use Fees apply only to undergraduate courses. No graduate courses may assess Equipment Use Fees.

1. Log in to myUFL.
2. Navigate to: NavBar > Main Menu > Student Information System > Course Fees > Course Fee Request.
3. Select the Add a New Value tab.
4. Use the Drop Down Box for the “Course/Class Fee Type” field and select **Equipment**.

5. Click **Add**.

You will see this Course Fee Request screen.
6. Enter the **Academic Organization** for Routing purposes.

   The Academic Organization will be your 4-Digit Department ID. You can Search for your Academic Organization by entering “Begins with” and the first 2 digits of your College.

7. Click **Look Up**.

8. Enter the **Pool ID** (2) you would like your laboratory to be identified as. The Pool ID is the Dept Flex and is also referred to as Chartfield 1.

   *The naming convention is the first 4 digits of your Department ID followed by a 6 character unique description for a maximum of 10 characters. The description should be all capital letters.*

   For Example: 1302 is the DEPT ID and ARTED is the laboratory.
9. Enter the Term (3) you want the fee to be effective. Only the open term will appear in the search results. Equipment Use Fees are on a Term-by-Term basis. Once a fee is added for a Term, the fee will be picked up in the Re-Certification process for the next term.

10. Enter the Equipment Name (4). Be as descriptive as possible. There is a 30 character limit.

11. Enter the anticipated Useful Life (5), in years.

12. Enter the anticipated Cost to Replace (6).

13. Enter the anticipated Maintenance & Insurance Cost (7).
   - This is how much you anticipate to pay on an Annual Basis.

14. Enter the number of Units (8) you will need to replace.

15. In the Equipment Usage Box, use the drop down to select the Use Source (9).

16. Then enter the Total Percent Used (10) per source type.
   - The Total Percent Used must equal 100.
   - Do not enter 100 for Graduate use.

17. If Graduate Use is over 30%, you must attach a justification letter signed by the Dean for Provost approval.

Once Items 4 – 10 are completed, the Costs (11) per piece of equipment are calculated.

- *Annual Replacement Cost* = \( \frac{\text{Cost to Replace (6)}}{\text{Useful Life (5)}} \)

- *Annual Unit Cost* = \( \frac{\text{Cost to Replace (6)}}{\text{Useful Life (5)}} + \text{Maintenance and Insurance Cost (7)} \)

- *Total Annual Cost* = Annual Unit Cost \( \times \) Nbr of Units (8)

- *Use Cost (Undergraduate)* = Total Annual Cost \( \times \) Percent Used by Undergraduate Source
18. Now that the piece of equipment has been added and the costs have been determined, the next step is to allocate the Annual Use Cost (Undergraduate) to the course or courses that will use the individual piece of equipment.

19. Complete items 12 – 15 in the Equipment Associated Courses box to allocate the annual costs to the course or courses.

20. Enter the **Course ID** and **Course Offering Nbr** (12). If you do not know the Course ID, click the Lookup and you can Search by Subject Area and Catalog Nbr. If there is only one course offering number, then the application will automatically populate the value.

21. Enter the **Course Credit Hours** (13).
   - Student credit hours will be obtained using Institutional Research SCH Cube. An explanation must be provided if there is a difference between the Institutional Research SCH Cube and the hours to be assessed.

22. Enter the **Projected Attendance** (14), the number of students you expect to enroll in the course for that term.

23. Once you tab out of the Projected Attendance field, the following fields will be calculated:

   - **Total Units Assessed** = Course Credit Hours (13) \( \times \) Projected Attendance (14)

   - **Fee Credit Hour** = \( \frac{\text{Use Cost (Undergraduate)}}{\text{Sum of Total Units Assessed}} \)

   - **Estimated Revenue** = Total Units Assessed \( \times \) Fee Credit Hour
24. You may add or delete Courses that use this piece or equipment by clicking the addition/deletion icons (15) and Repeating Items 12-15.

25. To add or delete another piece of equipment, you may use the addition/deletion icons (16) in the Equipment Box and Repeat Items 4 – 15.

26. Once all pieces of equipment have been added and the costs have been allocated to the appropriate course/courses, use the View Summary For Approval button to review the Equipment Detail and Course Totals.
27. If the Course Total is over $30.00 per fee credit hour, the maximum allowable fee without Provost Approval, and you would like to override the application calculated Fee Credit Hour, enter the amount to be charged per fee credit hour in the Dept. Override Fee Per Hour field.
   - If the Course Total is over $30.00 per fee credit hour, the maximum allowable fee without Provost Approval, and you would like the fee to remain at that amount, Provost Approval will need to be obtained.

28. Use the Documents button (17) to attach a justification letter signed by the Dean. The Documents button is on the Equipment Detail page and the View Summary for Approval page.
   - The University Budget Office will request Provost Approval on your behalf and notify you via email the status of the request.

29. If any adjustments need to be made, use the Equipment Detail button to return to the Equipment Detail screen and make any necessary adjustments.

30. Use the Add Comments button (18) to provide any additional pertinent information necessary for the Request to be approved.
31. Review the Request ID for accuracy. If everything looks correct:

- Click the **Save** button to save the request and complete later. The Save button is at the bottom of the Equipment Detail page and the top of the View Summary for Approval page. **OR**
- Click the **Submit** button to move forward with this request. The Submit button is ONLY on the *View Summary for Approval* page.

**ADDITIONAL NOTES**

- Once Saved/Submitted the Request will receive a **Course/Fee Request ID** and will be routed to the Dean/Dean Designee of your College for Approval based on the Routing Academic Organization.
- After the Request ID has been approved at the College level, the Request will be routed to the Budget Office for Approval.
- The Budget Office will review for accuracy, request the Dept Flex for the Pool ID and Item Type for each course. The Item Type will be mapped to the chartfield string for the Equipment Use Fee Cash-Based Account in Fund 163 which will automatically populate in the Request ID Chartfield Section before final approval.

- The Budget Office will obtain Provost Approval for EU Fees over $30.00 per credit hour per course with proper justification.

**ADDITIONAL RESOURCES**

For assistance with technical issues, please contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with course fees, contact Amber Allen-Ingram at ameldot2@ufl.edu or 352-392-2120.