

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.

Course/Fee Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Course/Fee Request ID: begins with []
Course/Class Fee Type: [=] []
Academic Organization: begins with []
Chartfield 1: begins with []
Originator OperID: begins with []
 Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Use the Drop Down Box for the "Course/Class Fee Type" field and select **Equipment**.
5. Click **Add**.

Course/Fee Request

Find an Existing Value Add a New Value

Course/Fee Request ID: _____

Course/Class Fee Type: Class Section Exclusion
Equipment
Material & Supply
Other

Add

You will see this Course Fee Request screen.

Course Fee Request

This page is used to request and approve to update the course fee table to ensure student financial accounts are charged for the appropriate amount to support the instruction of the course.

Course/Fee Request ID 0000000000000000 Documents **17**

Course/Class Fee Type **Equipment**

Course/Class Fee Status Pending - 0

1 Routing Academic Organization

Equipment Header Information... Find | View All First 1 of 1 Last

SetID UFLOR University of Florida

*Pool ID **2**

*Term **3**

Comment Add Comments... **18**

Equipment... Find | View All First 1 of 1 Last

Equipment/Materials Code **11**

Equipment Name **4**

Useful Life **5**

Cost To Replace \$0.00 **6**

Maintenance & Insurance \$0.00 **7**

Units **8**

Cost

Annual Replacement Cost	\$0.00
Annual Unit Cost	\$0.00
Total Annual Cost	\$0.00
Use Cost (Undergraduate)	\$0.00

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Equipment Usage... Personalize | Find | First 1 of 1 Last

Use Source **9** Percent Used **10**

Equipment Associated Courses... Personalize | Find | First 1 of 1 Last

Course Data	Acad Org	*Course ID	*Course Offering Nbr	Subject	Catalog Nbr	Credits	Projected Attendance	Total Units Assessed	Previous Fee Credit Hour	Fee Credit Hour	Estimated Revenue
12	<input type="text"/>	<input type="text"/>	<input type="text"/>					0.00	0.00	\$0.00	\$0.00

13 **14** **15**

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**.

Academic Organization	Description	Academic Institution	Campus
60000000	College-Agr & Life Sciences	UFOR	MAIN
60030000	AGL(AG)-Dean's Office	UFOR	MAIN
60060000	AGL(AG)-Food & Resource Econ	UFOR	MAIN
60070000	AGL(AG)-Agricultural & BiolEng	UFOR	MAIN
60079998	AGL(AG)-Agricultural Op Mgt	UFOR	MAIN
60079999	AGL(AG)-Packaging Sciences	UFOR	MAIN
60080000	AGL(AG)-Agronomy	UFOR	MAIN
60090000	AGL(AG)-Animal Sciences	UFOR	MAIN
60100000	AGL(AG)-Microbiology & Cell Sc	UFOR	MAIN
60140000	AGL(AG)-Entomology & Nem	UFOR	MAIN
60142400	AG-Pest Management	UFOR	MAIN
60150000	AGL(AG)-Food Sci & Human Nutr	UFOR	MAIN
60170000	AGL(AG)-Sch of Natrl Res & Env	UFOR	MAIN
60180000	AGL(AG)-Envir Horticulture	UFOR	MAIN
60190000	AGL(AG)-Plant Pathology	UFOR	MAIN
60210000	AGL(AG)-Soil & Water Science	UFOR	MAIN
60220000	AGL(AG)-Statistics	UFOR	MAIN
60230000	AGL(AG)-Horticultural Sciences	UFOR	MAIN
60260000	AGL(AG)-Agricultural Ed & Comm	UFOR	MAIN
60320000	AGL(AG)-Family, Youth & Comm Sc	UFOR	MAIN
60460000	AGL(AG)-Sch Forest Res & Cons	UFOR	MAIN
60466000	AGL(AG)-SFRC-Geomatics	UFOR	MAIN
60469000	AGL(AG)-SFRC-Fisheries	UFOR	MAIN
60470000	AGL(AG)-Wildlife Eco & Conserv	UFOR	MAIN
60480000	AGL(AG)Fisheries & Aquatic Sci	UFOR	MAIN

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.

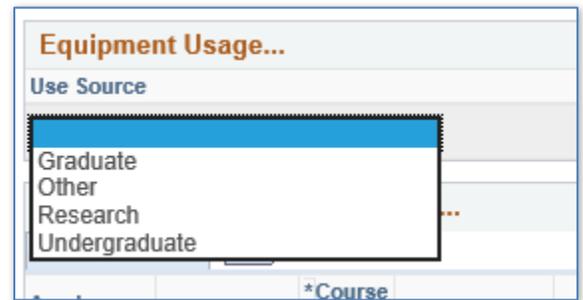
Search Results

View 100 First 1-9 of 9 Last

Chartfield 1

- 1302ARTED
- 1302DIGMED
- 1302DRAW
- 1302GRAPH
- 1302PAINT
- 1302PHOTO
- 1302PRINT
- 1302SCULPT
- 1302WARP

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** = $\left(\frac{\text{Cost to Replace (6)}}{\text{Useful Life (5)}} \right) + \text{Maintenance and Insurance Cost (7)}$
- **Total Annual Cost** = Annual Unit Cost **X** Nbr of Units (8)
- **Use Cost (Undergraduate)** = Total Annual Cost **X** Percent Used by Undergraduate Source

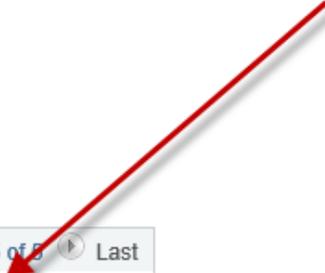
18. Now that the piece of equipment has been added and the costs have been determined, the next step is to allocate the Annual Use Cost (Undergraduate) to the course or courses that will use the individual piece of equipment.
19. Complete items 12 – 15 in the Equipment Associated Courses box to allocate 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) X Projected Attendance (14)
 - **Fee Credit Hour** = $\frac{\text{Use Cost (Undergraduate)}}{\text{Sum of Total Units Assessed}}$
 - **Estimated Revenue** = Total Units Assessed X Fee Credit Hour

Cost

Annual Replacement Cost	\$266.67
Annual Unit Cost	\$532.67
Total Annual Cost	\$1,065.33
Use Cost (Undergraduate)	<u>\$1,012.07</u>

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Find | [grid icon] | [refresh icon] First 1-3 of 3 Last

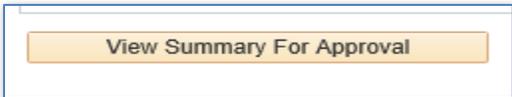
Percent Used	
	3.000
	2.000
	95.000

Personalize | Find | [grid icon] | [refresh icon] First 1-5 of 5 Last

Credits	Projected Attendance	Total Units Assessed	Previous Fee Credit Hour	Fee Credit Hour	Estimated Revenue
3.00	8	24.00	1.71	\$1.71	\$41.04
3.00	8	24.00	1.71	\$1.71	\$41.04
3.00	160	480.00	1.71	\$1.71	\$820.80
3.00	14	42.00	1.71	\$1.71	\$71.82
3.00	7	21.00	1.71	\$1.71	\$35.91

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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**.



You will see a completed version of this Summary page.

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.

Course Totals...															
Personalize Find [Print] [Grid] First 1 of 1 Last															
Course Data Charfields [Menu]															
Account	Department	Project Grant	Product	Fund Code	Program Code	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Chartfield 1	Chartfield 2	Chartfield 3	Fund Affiliate	Operating Unit Affiliate

- 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.