

COLLEGE OF MICRONESIA-FSM

# ADMINISTRATIVE PROCEDURE No. 8000

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## Technology Fee

Date Adopted: 21 May 2002  
Date Revised: 11 December 2009  
Date Reviewed: 15 May 2014

### References:

Technology fee funds are used to procure technology needs in-line with established policy. COM-FSM must maintain a minimum student to computer ratio of 10 to 1 at all campuses. Computers provided by COM-FSM for student use count in this ratio. All computer labs will be refreshed every two years or as assessed by the ITO Director. Major equipment purchases in excess of \$5000 will be reviewed by the ICT committee. Purchases larger than \$5000 will be approved by the president in-line with business office policy.

All purchases made with the Technology Fee must be approved by the head of the Office of IT, which is also responsible for prioritizing these purchases.

Individual offices may make special request for specific needs to use technology fee funds outside of policy, however, the preservation of the fund for its primary purpose is paramount and all request will be considered with that understanding.

The Department of the VPIA has specific procedures for request of technology fee fund purchases outside of the normal scope of the purpose of the fund.

*Tech fee request procedure from the office of the VPIA*

IT request from the Instructional Divisions.

Each computer or equipment requested should not be more than \$1,200, and the total of all request per division should not be more than \$8,000

1. The equipment being purchased does not need to be on the high end, a recommendation from IT that meets the purpose is satisfactory
2. The request of computers and software's should be used for the classroom only or for delivering the course objectives.
  1. In the request, the division must clearly state why they are asking for that particular equipment/computer or software and how it will enhance the delivery of their course objectives. Through this justification, my office will make a recommendation to your office on whether or not to support the request.

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3. If the request from all instructional division has reached \$8,000 then you will not accept anymore request until the next semester. A rotation of request by division by semester will be observed, for example, if Business Division was given computers from IT then it will not be until 4 years before they may make new request. Since we have 8 divisions, the rotation will be about 4 years if each division uses up to \$8,000 per semester. If you receive two requests from two different divisions and both do not exceed the total of \$8,000 then those would be accepted if they do not exceed the 4 years rule. Priorities of program would be CIS, T&T (since they use technology the most) and then other request – the VPIA's office can make the determination through the last program prioritization report.