

## Project Resource Requests - Frequently Asked Questions

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### Overall Process Questions

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**Q Are the Tech Fee projects and repairs and renovations processes still separate?**

Yes and no. This is an effort to consolidate both processes to increase efficiency. Tech fee projects will still be provided to Veronica for her to submit; however, these projects will now follow the same budget process and timing as the repairs and renovations projects.

**Q Can I submit something as both Tech Fee and Repairs and Renovations?**

A No. Please do not duplicate requests.

**Q This timeline is really challenging to meet for my department / area. What can we do?**

The Budget Office is willing to work with you on any issues. Please contact Jennifer Mariacher at extension 3436 to discuss.

**Q How can my department receive funding for new computers?**

A New computers should be budgeted for in the department operating budget or base equipment budget.

**Q How should files be submitted?**

A One file should be submitted via email to Facilities@Millersville.edu for each Vice Presidential area.

**Q Who is the initial point of contact?**

The person listed under "Contact Name" will be contacted first. The "Requestor" is used for additional details or questions.

**Q What can I do if I'm not sure of the funding source? It may change once I see the cost estimate.**

A Use your best judgment to choose one and make a note on the spreadsheet that the funding source may change.

**Q What information is required in the "Building" and "Floor" columns?**

A This should be the location of the project.

**Q Will Facilities tell the departments about any issues of which they are already aware?**

Yes; however, if you know of something and are unsure if Facilities is aware, please touch base with them directly to make sure it is on a list.

**Q Which University strategic goals and themes should requests be tied to, as required by the form in Column N?**

A Use the historic goals and themes as the new have not yet been completed or approved.

**Q My department is already seeking quotes on a specific project. How can I handle this?**

A Be sure to include this information in your project request.

**Q Should the first submission be prioritized or unprioritized?**

A Unprioritized. Departments will be able to prioritize after cost estimates are received.

**Q Do departments still get to prioritize their own projects?**

A Yes! After cost estimates are received, departments can review their requests and prioritize accordingly.

**Q Should I include projects funded by grants?**

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Yes, if it will require support from IT and/or Facilities. Consider needs such as installation, storage, and maintenance. All software should be included.

**Q Should I include routine operating expenses?**

A No, only if such an expense will require support from IT or Facilities.

**Q What projects should be included?**

Generally speaking, any project requiring assistance from Facilities or IT should be included. This process has resulted from the need to plan comprehensively financially and with manpower. Funding is very limited and this process will help ensure priorities are addressed. Additionally, both departments need to be able to plan their workload. This process will allow the departments to work together to optimize scheduling and projects, especially when a single project requires aid from both departments.

**Q May I request projects that have been previously requested but not approved?**

Yes. Historically, requested projects that were not approved have not been saved so please request them again if they are still needed. If a project has already been approved, please do not submit it again as it is already on the work list. If you are unsure of whether a project has been approved, refer to the approved project listings on the Budget Office website.

**Q Do I include software maintenance agreements?**

A Yes. If you are unsure of whether to include something, please include. Too much information is preferable to too little.

**Q What should I do if I'm not sure whether a Facilities project will cost less than \$2500?**

Include the project. It can be removed from the list if the estimate is less than \$2500 and thus would qualify as a work order.

### Tech Specific Questions

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**Q Do tech free projects need to be submitted by December 1st?**

A Yes. Keep in mind, estimated costs will not be included at that time.

**Q How will Tech Fee projects be submitted?**

Veronica Longenecker will maintain her process of meeting with Deans to discuss Tech Fee projects and will begin meetings in early November.

**Q Why am I not able to choose Tech Fee as a funding option?**

A All Tech Fee projects must be submitted through Veronica Longenecker.

**Q What kinds of technology requests should be included? Should I include department-specific technology equipment?**

Include software upgrades, new purchases, and add-ons. Additionally, any equipment purchases that will require assistance from Facilities or IT should be included. This will add efficiency if more than one department has the same need.

**Q Are there any changes in Tech Fee guidelines?**

A No.