

GUIDELINES FOR THE ACQUISITION OF CAPITAL ASSETS CHARTERED STUDENT ORGANIZATIONS STUDENT ACTIVITY FEES

Santa Clara University has recently begun a management process to inventory and budget for the replacement of all University owned capital assets. For the purpose of the eight (8) Chartered Student Organizations (CSO), this responsibility falls to the Center for Student Leadership (CSL). Capital assets are any tangible items, or group of items owned by the University (e.g. land, buildings, software, hardware, furnishings, etc.) with a value of more than \$1,000 and a life expectancy of greater than one year over which a depreciation schedule can be established.

This document outlines the procedures for the general management of capital assets for Student Activity Fee funded CSOs. For the purpose of this document, the following definitions are used to define capital assets:

Computers: Those complex tools or group of tools which can expand the capacity to gather, disseminate, transmit, and produce information (e.g. PCs or Apple computers). All computers, regardless of the cost associated with its acquisition, shall be considered a capital asset. The anticipated life span of computers is four (4) years. All computers are included in the University's Technology Steering Committee four-year replacement schedule. Generally, computers will not be replaced earlier than four years. Additional computers can only be added to the Student Activity Fee inventory in conjunction with the Technology Steering Committee.

Technology: Other complex tools or group of tools which can expand the capacity to gather, disseminate, transmit, and produce information (e.g. computer peripherals and broadcast systems). All technology, regardless of the cost associated with its acquisition, shall be considered a capital asset. The anticipated life span of technology is five (5) years.

Equipment: Movable furnishings and equipment, or groups of furnishings and equipment that are not an integral part of a building or its systems (e.g. furniture, fax machines, photography equipment). All equipment or groups of equipment with a value of \$1,000 or greater shall be considered a capital asset. The anticipated life span of equipment is ten (10) years.

Vehicles: Automobiles, vans, and service vehicles. All vehicles shall be considered a capital asset. The anticipated life span of vehicles is based on the length of the lease, generally four (4) years.

All CSO capital assets will be inventoried and managed by the CSL. All purchases of capital assets – with the exception of computers - will be made from the Student Activity Fees Capital Assets Reserve budget. All donations of capital assets to CSOs will be coordinated with the CSL and the University Development Office in accordance with the standard University policies and practices.

Any newly acquired capital assets will be added to the CSO capital assets inventory. All capital asset assigned to CSO shall remain with that organization until such time as it is disposed of in accordance with the Director of the CSL.

Funding for the replacement of existing capital assets will come from the Capital Assets reserve and generally will be available no earlier than the last year of the anticipated life span of that capital asset – five (5) years for technology, ten (10) years for equipment, and four (4) years for vehicles. Limited funding is available on an annual basis for the purchase of new capital assets. CSOs may also request the use of any carry-forward funds from prior years to purchase new additional capital assets. In the event that a CSO has available carry-forward funds from prior years to purchase new additional capital assets, a transfer will be made to the Student Activity Fees Capital Assets Reserve budget, and the purchase will be made from that Capital Assets Reserve budget. **Funding identified for the purchase of all new equipment must include the first year equipment replacement contribution to the Student Activity Fees Capital Assets Reserve as detailed in the following schedule.**

Capital Asset	Funding Required	Replacement Contribution	Total Funding Required
Technology	100%	20%	120%
Equipment	100%	10%	110%
Vehicles	100%	25%	125%
Computers	100%	25%	125%

Proposals for the purchase of replacement or new additional capital assets (excluding computers) are to be submitted by the CSO leader to the Director of CSL. Requests for the purchase of capital assets by CSOs will be considered twice a year during the Fall and Spring Quarters. Generally, Fall Quarter requests should be funded with carry-forward dollars, and Spring Quarter requests should be funded with Capital Assets dollars. Other requests will be considered in the event of an emergency or other extraordinary circumstances.

Proposals for the purchase of additional computers are to be coordinated with the Technology Steering Committee and should be presented by the Center for Student Leadership, not the individual student organization. Proposals to the Technology Steering Committee are considered twice annually, generally during the Fall and Spring quarters.