

Budget and Accounting Procedures For Student Technology Fee Accounts

In order to satisfy accounting requirements developed by the Board of Regents in response to Senate Bill 73, student technology fee funds must be budgeted and expended in a unique operation within the existing UGA account structure. **Operation “T” has been established for student technology fee funds.**

Each unit receiving a student technology fee (STF) allocation will be required to establish operation “T” account numbers for their respective unit. When completing the *Request for Account Addition/Change* form, the following special instructions apply to STF accounts:

1. Line 5 Requested Project name – Begin each account name with STF.
2. Line 6 Funding Source – Enter “Student Technology Fee”.
3. Line 10a Function Category – Enter “Academic Support”.

Those units desiring multiple account numbers for multiple projects will need to submit a separate form for each account number.

When preparing the budget amendment to budget student technology fee allocations, offset the STF allocation to account 1044TT52000084000. This account should appear in the budget amendment section of the form and will not have a current budget amount. Operation “T” accounts may not be offset by general contingency account numbers.

Units will have the option to carry-forward up to 5% of their STF allocation by submitting a written plan to the Committee for Applied Instructional Technology (CAIT) for approval. If a unit wishes to carry-forward funds in an amount that exceeds 5% of their allocation, the unit must submit its plan, along with the appropriate justification, through the CAIT to the Provost and Senior Vice President for Finance & Administration for approval.