

TLE (91-) Accounts Primer

(13 Feb 2006)

- TLE = "Teaching and Learning Environment"
- Originated as a special line of funding in MSU's annual appropriation from the State
- Recurring funding used for non-recurring purposes to build and upgrade the University's technology environment for teaching and learning
- Funding is taxonomized into 5 categories for tracking purposes. The requesting unit identifies Faculty Computing items as such; requested items other than Faculty Computing are sorted into the other categories by the Vice Provost for Libraries, Computing and Technology (VPLCT).
 - Faculty Computing (faculty personal computers, peripherals, software, etc., to support faculty instructional work)
 - Advanced Technology (Intra-building network plant)
 - General Computing (teaching and computer lab computers and servers; instructional software; Library e-resources; etc.)
 - Classroom and Laboratory Technology (non-computing technologies, such as: classroom A/V, recording instruments, lighting and sound, video editing, microscopes, cooking equipment, rock hammers, ...)
 - Fiber Plant (Campus inter-building network backbone and enhanced connectivity to national networks)
- The types of expenses that qualify for TLE funding are best considered on a spectrum of funding suitability: Things that students use directly in instruction and learning (online instructional courseware, laboratory microscopes, teaching laboratory computers, etc.) and things that faculty use directly in support of student instruction have the highest funding suitability. Things that have little or nothing to do with instruction (e.g., equipment used only for research, office equipment, administrative systems) have the lowest (including zero) funding suitability.
- Funding is not intended for recurring expenses (maintenance, software license renewals, printer cartridges, etc.), or for payroll expenses
- TLE requests and allocations are made annually as part of the APP&R process for academic and academic support units.
- Faculty Computing funding requires 55% match funding from the unit (i.e., for each \$1.00 of total expense, the unit provides \$0.55 and TLE funding will provide \$0.45).
- No other funding category requires a match, but if the unit is planning on making a match commitment to an item, units are encouraged to make note of that on their requests for funds.
- VPLCT administers TLE accounts on behalf of the Office of the Provost (except for Faculty Computing accounts, which are administered by the Office of the Provost).

Initiation of TLE accounts

- Approved funding allocations are announced late spring semester via memos and spreadsheet with final allocations sent to deans and academic support MAU directors.
 - Deans and directors are responsible for informing their units of approved requests relevant to the units.
- New accounts are funded with the budget for new (subsequent) fiscal year.
 - Accounts typically are set up in late July, after the 3rd June close; spending cannot be initiated until accounts are established (assume August for safety).
- A small set of accounts may be established prior to the end of the fiscal year (in which funding announcement is made) by special arrangement with VPLCT if time is of the essence for a project (e.g., having a new teaching lab ready for fall semester).

Using TLE accounts

- All expenditures against TLE accounts must be approved/cosigned by VPLCT.
- Funding must be used only for the purposes for which it was originally requested.
 - “Repurposing” requests may be made to VPLCT; repurposing will be approved only for a purpose equivalent to the originally-approved request.

Closing out TLE accounts

- TLE accounts roll forward across fiscal year boundaries.
- After TLE accounts are 2 years old (or 1 year old, in the case of accounts administered by the Office of the Provost), VPLCT (or Office of the Provost, for Faculty Computing accounts) will check on the status of the related projects.
 - Faculty Computing accounts are expected to be expended within 1 year.
 - If a project (other than Faculty Computing) is complete, remaining balance in TLE account will be swept to central accounts for other TLE-type uses and reallocation.
 - If a project is not complete (other than Faculty Computing), VPLCT may permit account to remain open until project completion, with the status check repeated again at start of new fiscal year.

Spending from TLE Accounts

- Requisitions, JVEs, Vouchers, etc.
 - When using TLE funds on paper requisitions, JVEs, vouchers, etc., be sure to forward to VPLCT to approve (electronic transactions will be routed automatically for VPLCT approval).
 - Referencing the 91- account or providing some reference to the project on the forms is encouraged.
 - Requisitions may be faxed to VPLCT office; Department/College authorization is required.
 - Any requisition sent directly to the Computer Store or to Purchasing may be delayed as the transaction is re-routed for VPLCT approval.
 - When processing JVEs or vouchers, forward paper originals to VPLCT office for authorization.
- Physical Plant Service Requests
 - Forms may be faxed to VPLCT office for approval BEFORE sending to Physical Plant or Engineering Services.
 - Referencing the account number or project on the form is encouraged.
 - After VPLCT approves, VPLCT will forward to final office for processing.
- Personnel Forms including PAN Forms, Grad Appointment Forms, etc.
 - VPLCT approval is required for any use of TLE accounts; generally, TLE funding is not permitted for payroll expenses

Final Notes

- Unauthorized or inappropriate charges appearing on TLE account ledgers will be re-directed to the unit initiating the charge. These most typically include charges for recurring expenses or payroll expenses, or for things unrelated to the original proposal.
- When spending Faculty Computing funds, be sure to include the number of the source account for matching funds.
- Units exceeding the related TLE allocation are expected to cover the difference.
- Questions are always welcome.

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