I. Introduction

The 1987-88 budget contains an appropriation of $1,875,000 to be distributed among the 30 SUNY Community Colleges for instructional equipment acquisition. The legislation again stipulates that the SUNY Trustees establish guidelines governing the allocation of the appropriation and that such guidelines "shall include but not be limited to 1) the requirement that a college match from other sources including, but not limited to, in-kind and local sponsor contributions, monies made available pursuant to the appropriation on no less than a dollar for dollar basis; and 2) that such funds shall be made available only if the college's revenues from local sponsors' contributions, either in the aggregate or for each full-time equivalent student coming from the sponsorship area, are maintained at no less than the comparable rates for the preceding year; and 3) the requirement that such instructional equipment shall be purchased for programs consistent with the educational mission of such community college including occupational and career programs...."

II. Distribution of Funds

By using the same criteria which were used in last year's distribution, campus appropriations will range from $28,071 to $154,171 based on campus 1986-87 budgets.

III. Criteria for Campus Matching Funds

The purpose of this program is to stimulate additional support for equipment needs consistent with the educational mission of the college including the occupational and career programs. As in 1986-87 the following sources of matching funds are allowable:
(1) Non-college gifts, grants, etc.

(2) Sponsor's special appropriation.

(3) Capital chargeback funds (provided that the equipment to be purchased meets the criteria specified in Section 603.7(b) of the Code).

(4) Transfer of funds from other objects of expenditure in current budget (i.e., from Salaries and Wages to Equipment, from Maintenance to Equipment, etc.) - You may not use current budgeted equipment funds.

(5) In-kind contribution (value of computed costs must be shown and justified).

IV. Application Procedure.

A. Please complete the enclosed Special Equipment Fund Application.

Notes:

Item 3 - Equipment to be Purchased - in the space provided list the type of equipment along with the unit price of items to be purchased. This does not have to be listed in minute detail; the purpose of this section is merely to indicate the type of equipment being purchased and the amount of the purchase price.

Item 4 - Matching Funds - list the source(s) with amounts for the matching funds (line 4 must equal the amount in item 2). The campus allocation plus matching funds must equal the total amount in item 3.

NOTE: If you cannot provide sufficient matching funds to expend your total allocation (line 2), you may spend any amount up to your total allocation; any remaining balance may be held for use later in the year; funds not spent by June 30, 1988 will be subject to reallocation.
B. Submit the completed form to:

Deputy to the Chancellor for Community Colleges
State University of New York
SUNY Plaza, Room T705
Albany, New York 12246

Thomas S. Kubala
Deputy to the Chancellor for Community Colleges

Attachment

cc: Presidents, State-operated Campuses
    Deans, Statutory Colleges
    President Coll
    Vice President Spencer
1987-88 Community College
Special Equipment Fund Application

1) Campus:

2) Amount of Allocation:

3) Equipment to be Purchased:

TOTAL $ _________

4) Matching Funds:
(The sum of Item 2 and Item 4 must equal the total in Item 3)

TOTAL $ _________

5) I certify that the equipment noted above is to be used for educational programs consistent with the educational mission of this college and that the sponsor's contribution to the college for the 1987-88 college fiscal year equals or exceeds the sponsor's contribution for 1986-87.

__________________________
(Signature)