

## General Definitions

**Accumulated Lab Fees:** A distinct source of funds that can be used for lab equipment as well as the cost of supplies and materials that are used by students in a given class. Purchases made from this allocation do not require CERC approval through the CERC system.

**Auxiliary Fund Allocation:** A distinct source of funds that support the bookstore and food services. Requests for capital equipment are required to be submitted and approved within the CERC system.

CE (Capital Equipment): Any item that meets all of the following criteria:

1. Has a projected useful life of two or more years.
2. Is not permanently attached.
3. Has a minimum value of \$1,000.

**Capital Equipment Allocation:** An amount approved by the Board of Trustees and allocated for the College at the beginning of the fiscal year. Sub-allocations to each division are determined based on divisional needs. It is possible that subsequent allocations could be made throughout the year, depending on changes to the College's enrollment in comparison to what was budgeted.

**Capital Equipment Balance:** The dollar amount remaining in a division's sub-allocation after deducting all requests submitted in the CERC system that have been approved and assigned an account for purchasing.

**CERC (Capital Equipment Request for Campus):** The web application that provides approval workflow for items purchased with the CE sub-allocations. The application generates a reference number (aka, CERC ID) that is required to obtain a purchase order in Colleague if the CE sub-allocation is used.

**CERC Status:** The primary driver of the CERC approval process and Capital Equipment sub-allocation balance tracking mechanism.

Submitted: Default status when an item is entered.

Approved (Division): The POC should change the item to this status once that item has divisional approval.

Account Assigned: A CERC Status that is used by the Financial Analyst to indicate that the request is ready for the requisition process.

Cancelled: Status used to indicate that the request should no longer count against the division's CE sub-allocation.

**cerc@csc.edu**: Central email address to notify that a request is in CERC and ready for review by a Financial Analyst. All emails should include the CERC ID in the subject line.

**Grant Allocations**: A distinct source of funds awarded by an outside source that could be used for capital equipment needs. Purchases made from these funds do not require CERC approval or the CERC ID on the purchase order.

**Operating Budget**: Funds that are assigned to a division for non-capital expenses and are generally not restricted. If a division has funds in a non-payroll operating account that they do not need on a one-time basis, the excess budget can be used for CE and one-time CE needs can be purchased.

**POC (Point of Contact)**: The person from the division responsible for facilitating CE requests for each division.

**Requesters/Cost Center Managers**: The employees within a division who are aware of the equipment needs within a specific department and are responsible for initiating CE requests to the POC.

**Requisition Process**: A distinct process of entering orders into Workday, the system of record for the College, for a purchase order to then be issued by the Purchasing Office, in compliance with Ohio Revised Code (ORC) and College [policy](#).

**State Capital Allocation**: A distinct source of funds for capital needs provided by the State's Biennial Capital Budget. Purchases made from this allocation do not require CERC approval and are managed by the college's Facilities Planning, Design and Construction office.