

MEMORANDUM

To: Administrators, Chairs of Faculty Education Committees
From: Chris Worsley, Director of Finance
Date: October 31, 2008

Subject: **2009/10 OPERATING CAPITAL BUDGET**

Attached are the guidelines and flowcharts relating to the Operating Capital Budget for the 2009/10 fiscal year.

The Operating capital process is divided into two distinct and separate parts:

1. Educational Technology (ET) requests – **due to the Finance office February 3, 2009**. In order to meet this deadline, please ensure you have scheduled your FEC meetings no later than February 1.
2. General Furniture, Fixture & Equipment (FF & E) requests – **Due to your VP January 19, 2009**.

Guidelines, flowcharts and forms for both processes are available at <http://opcap.douglas.bc.ca> and on the Finance web-site under Guidelines & Procedures.

Revenue available has not yet been finalized; however, total funding for operating capital is expected to be the same as in 2008/09. An allocation of resources between Ed Tech and FF&E categories will be completed by SMT once available revenue amounts are known and requests have been submitted and analyzed.

Here are some basic guidelines that apply to both FF&E and Ed Tech requests:

1. Forms for each process can be found on the College Website at <http://opcap.douglas.bc.ca> and www.douglas.bc.ca/employees/finance-department.
2. If you need clarification regarding the different types of requests, please refer to the **2009/10 Operating Capital Definitions**.
3. Please involve your faculty and staff in your submission process and in establishing department/faculty priorities.
4. Please feel free to call for assistance:
 - a) Pricing and selection for computer items – Allan Pukila – 5519; Piotr Kisiel - 5002.
 - b) Pricing and selection for classroom technology items – Rob Linschoten – 5250.
 - c) General information on the Educational Technology process – Paul O'Connor - 5236

- d) Pricing and selection for General FF & E – Terry Leonard - 5365; Devona Davies – 5367.
- e) All other questions – Chris Worsley – 5368.

NOTE: Lists for all standard Ed Technology items can be found at <http://opcap.douglas.bc.ca> under **ET Help and Information**.

- 5. If you made requests in 2008/09 that were not funded and the items are still needed, you will need to make the requests again in 2009/10 as there is no carry-forward list.

If you have any suggestions, require assistance or would like further clarification, please feel free to call any of the above individuals.