

Technology Fee Policy

Division: Finance and Management

Date Established: 04/20/2015

Responsible Office: Computing and Instructional Technology

Date Last Revised: 04/21/2026

Date Posted to Library: 07/20/2017

POLICY SUMMARY

This policy guides the disbursement of the funds collected from the broad-based Technology Fee in support of student learning.

POLICY STATEMENT

All requests for the use of Technology Fee funds must be approved through Resources for Information, Technology and Education (RITE) Governance.

Pre-approved Exceptions

A purchase may be made using Technology Fee funds without additional approval by RITE Governance under any of the following conditions:

1. The purchase is for student use and is required for ADA compliance and the purchase is not covered by other funding
2. The purchase is for new software for an existing lab, the software is not installed in any other campus lab, and the total cost does not exceed \$2,500 one-time expense and/or more than \$2,500 annually
3. The purchase is required to upgrade existing lab software previously funded by Technology Fee, and the total cost does not exceed \$2,500
4. The purchase is for student use and is required to maintain an existing level of capability, but only to the extent that the existing hardware and/or software was initially funded by the Technology Fee
5. The purchase is for a campus copy of software for faculty use, provided the software will be used for instruction or the development of instructional materials, and the total cost does not exceed \$1,000
6. The purchase is required in order to maintain or support existing RITE operations/infrastructure.

DEFINITIONS

Technology Fee – Fee descriptor in use on the Tuition and Fees website and throughout SUNY. Originally this was established as the Educational Technology Fee. The official name of the state account is the Education Technology Fee account

Technology Fee

SCOPE & PURPOSE

The Technology Fee is a mandatory fee collected from enrolled SUNY Buffalo State students. It is a portion of the Broad-Based Fee and subject to SUNY rules as such. The fee supplements state funding allowing SUNY Buffalo State to provide technology services and support for students. All expenditures are recorded and regularly shared with governance members and students via the [Broad-Based Fee website](#).

RESPONSIBILITIES

Chief Information Officer and budget delegates for the Education Technology Fee account..

APPLICABILITY

This policy applies to any use of funds deposited to the Education Technology Fee account.

RELATED PROCEDURES

[Tuition and Fees](#)

[Broad-Based Fees](#)

[Resources for Information, Technology and Education \(RITE\) Governance](#)

CONTACT INFORMATION

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APPROVAL

Buffalo State University President's Cabinet, 07/18/2017

REVISION HISTORY

Date of change: 04/23/2015

Brief description of edit: Adapted to standard template

Date of change: 05/20/2016

Brief description of edit: Editorial changes relating to RITE reorganization

Date of change: 07/18/2017

Brief description of edit: Pre-approved Exceptions 1, 2, and 3 modified

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template