



Service Department Billing

Document Number: BUSO-0034

Date Published(sys): 7/8/2021

General Description

Policy Summary:

Charges incurred for photocopying with the use of copy cards, and also for postage, bookstore purchases, services performed by University Communications, University vehicles, Center for Learning and Technology, PC Maintenance, and Central Receiving are deducted from department accounts each month. Most of these charges will be reflected in the appropriate month the service occurred.

Policy Content

- ① **Because service department charges are automatically entered, the departments need not submit a Department Purchase Order form. (An exception would be in the case of charges against grants)**
- ② **Each service department is responsible for maintenance of data supporting its charges. Therefore, questions concerning charges, supporting details or the service itself should be directed to the department providing the service (such as the Bookstore or the Post Office).**
- ③ **Charges made in the final months of the fiscal year (April and May) should be anticipated by departments so that sufficient budget funds are available to cover expenditures.**

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/1/2019 12:32 PM	Holly Warfel

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
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