10 Service Department Manager Responsibilities

Fund Managers and departmental personnel are responsible for the fiscal management of service department operations and related funds. Service departments are used to provide goods and services internally that otherwise would be purchased from an external source, potentially at a higher cost. Service departments are intended to result in overall cost savings and/or efficient operations for TTUHSC and are not intended to generate a profit.

For further information, visit: TTUHSC OP 50.17 or NIH FAQs for Core Facilities

Send questions to: hscacc@ttuhsc.edu

01 **Purpose**
Provide goods or services to departments to increase operational efficiencies and/or reduce institutional costs.

02 **Approval**
Obtain appropriate Dean or Vice President approval with additional approval from the Director of Accounting Services for sales to non-campus or outside entities.

03 **Fund**
Obtain a new fund via the New Fund Request System (fund type 19) to account for all service department revenues and expenses.

04 **Break Even**
Recover the actual cost of providing goods or services over the long-term, without creating a fund surplus or deficit (i.e. Break Even, Revenue = Expense).

05 **Billing Rates**
Calculate and publish billing rates based on total costs of providing goods or services. Utilize or modify any of the Service Department Rate Establishment Forms.

06 **Billing Method**
Utilize the Interdepartmental Billing (IV) Module of the Financial Transaction System (FTS) to charge departments for goods or services provided.

07 **Billing Timing**
Charge departments for goods or services that have actually been provided (no pre-billing) within 30 days or by published year-end deadline.

08 **Supporting Documents**
Maintain information to support billing rates/transactions, and provide users documentation as a “receipt” for amounts charged.

09 **Monitor**
Monitor fund surplus or deficit to determine if billing rates require adjustment in order to break even over the long-term.

10 **Fund Balance**
Ensure that fund balance is kept to a minimum in consideration of future anticipated costs.