

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.

Visit: [TTUHSC OP 50.17](#) or [NIH FAQs for Core Facilities](#) for more information.

Contact hscacc@ttuhsc.edu with questions.

01
Provide
Goods/
Services

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

06
Utilize
FiTS IV

Utilize the Interdepartmental Billing (IV) Module of the [Financial Transaction System \(FiTS\)](#) to charge departments for goods or services provided.

02
Obtain
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.

07
Bill
Timely

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

03
Request
Fund

Request a new fund via the [New Fund Request System](#) (fund type 19) to account for all service department revenues and expenses.

08
Maintain
Supporting
Documents

Maintain information to support billing rates/transactions, and provide users documentation as a "receipt" for amounts charged.

04
Recover
Costs

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).

09
Monitor
Surplus/
Deficit

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

05
Calculate
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](#).

10
Minimize
Fund
Balance

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



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