

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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.

More information: [HSC OP 50.17](#) or [NIH FAQs for Core Facilities](#)

Questions: hscacc@ttuhsc.edu

01 Purpose

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

06 Billing Method

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

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.

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.

03 Fund

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

08 Supporting Documents

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

04 Break Even

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

09 Monitor

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

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](#).

10 Fund Balance

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

