

**Service Center Rates and Operation**  
**Top 12 Tips**  
Quick Reference Guide

- 1** **Request New Facility and/or Project ID**

Submit request for Facility or Project ID in accordance with all University procedures for new facility or service. Project should not be used to account for unrelated revenue or expenditures.
- 2** **Calculate and Prorate Costs for Separate Rates**

Calculate a separate rate for each service provided. You may not combine rates. If you have separate rates calculated, you must prorate all shared costs, e.g., effort, supplies, repairs, and maintenance costs.
- 3** **No F&A (Indirect) Costs**

Determine most appropriate cost methodology and should include only allowable direct costs. No F&A (Indirect) type costs can be included in the rates.
- 4** **Prorate Facility Utilization Based on Time vs. Space**

Prorate facility utilization based on the percentage of **time** being used for the service center rather than the percentage of the **square footage** being used.
- 5** **Follow Change Rate Rules**

Ensure federal customers and internal customers are charged the approved and lowest rates. Also they should not be charged before the effective date of the approved rates. If needing to charge a different rate, must submit revised rate request form to Office of Facilities and Administrative Analysis (OFAA).
- 6** **Charge and Track Actual Costs Correctly**

If you charge actual costs for an item, in addition to approved rate, you must bill for those costs separately, keep invoices for audit back-up, and cannot include those actual costs in the rate calculation.

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- 7** **Upper Ledger 3 Projects Must be Self-Supporting**

Upper ledger 3 projects must be self-supporting and all salaries/effort must be charged to the ledger 3 project. State-funded equipment cannot be "used" in a service center unless fully depreciated or granted an exception. These exceptions can only be considered on a case-by-case basis if there is minimal use of the state-funded equipment that does not interfere with the intended purpose
- 8** **Follow Rules for Use of C&G Purchased Equipment in Service Center**

Before charging usage of equipment that was purchased as part of a contract or grant project, the contract or grant must be terminated and A-110 Disposition Guidelines followed.
- 9** **Follow Guidelines for Recalculating Your Rates**

You must recalculate your rate at least every two years or whenever there is a significant change in the rate charged. Cash Balance Analysis should be done annually and if excess cash need to credit back to Federal customers via reduced future rate.
- 10** **Maintain Daily Logs and Annually Validate Usage**

Daily logs to record all usage related to the service being provided must be maintained and annually compared to the previously approved rate form to ensure utilization is valid and accurate.
- 11** **Notify Office of Facilities and Administrative Analysis**

If no longer charging Federal customers, need to let OFAA know to inactivate facility and Service Center need to ensure Federal customers will not be charged subsequently for the service.
- 12** **Monitor and Keep Accurate Accounting Records**

Department and College are responsible to monitor and keep accurate accounting records for Service Centers.