



WINONA

STATE UNIVERSITY

Administrative Number: 2-7
Responsible Office: Business Office
Responsible Officer: Vice President for Finance and Administration

Policy on: Chargeback of Service Units

Purpose:

The purpose of this policy is to describe how costs are recovered for departments providing campus services to other departments to assure consistent and fair practices across Winona State University (WSU).

Policy:

Departments that receive charged services from a WSU service unit will be charged by the WSU Business Office based on the current cost of those services.

President's Signature: _____ **Date:** _____

Responsible Officer's Signature: _____ **Date:** _____

Definitions:

- a. Campus Services: Any service performed by one WSU department for another department, e.g., printing or publication of materials or provision of laptop computers
- b. Current Costs: The actual expense incurred by a service unit to provide a campus service
- c. Service Unit: A WSU department that provides services for other WSU departments

Subsequent Procedures:

Chargeback System of Service Units Procedure 2-7a

Related Documents

[Policy History](#)

Date of Adoption: 12/8/1976
Date of Implementation: Click or tap to enter a date.
Date and Subject of Revisions: 08/18/1988. 08/13/200