



WINONA

STATE UNIVERSITY

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

Procedure on: Chargeback System of Service Units

Purpose:

The purpose of this procedure is to provide guidelines for cost recovery when one Winona State University (WSU) department provides charged services for another department.

Procedure:

Employees requesting services complete a chargeback form provided by the department providing the service, adding any additional information or special instructions necessary to fulfill the request effectively. Completed forms include an assigned account number and the signature of the department head or an appointed designee.

The department providing the service (service unit) submits an itemized bill to the business office after completing the request.

The WSU Business Office transfers the funds from the department receiving the service to the department providing the service and records the transaction.

The service unit maintains detailed records of the transaction.

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

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

Definitions:

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

Authorizing Policy:

Chargeback of Service Units Policy 2-7

Related Documents

Policy History

Date of Adoption: 12/8/1976

Date of Implementation: 8/13/2007

Date and Subject of Revisions: