



SAN DIEGO STATE UNIVERSITY

Subject: UNIVERSITY ACCOUNT POLICY & PROCEDURES

Department: Budget & Finance

Date: June 2011

Revision 1: March 2012

Campus Policy

The University shall ensure that costs incurred by University funds for services, products, and facilities provided to other University funds, Auxiliary Organizations and external users (consistent with supporting the mission of the University) are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the University shall be allocated and recovered based on actual costs incurred. Allowable and allocable indirect costs shall be allocated and recovered according to a cost allocation plan that utilizes a documented and consistent methodology including identification of indirect costs and a basis for allocation.

Note: All student fees are governed by Executive Order 1054 and must be approved via the Campus Fee Advisory Committee (CFAC) process. Please contact the Budget & Finance Office for guidance.

Administrative Charges

University accounts are subject to a 6% administrative charge, consistent with the rate documented for special funds. Charges will be assessed quarterly based on revenues collected unless otherwise specified by contractual agreement (i.e. reimbursed agreement).

Procedures for a University Account - Direct Reimbursement:

- Direct reimbursement is an agreement in which the University is reimbursed for the costs incurred to provide a good and/or service. The agreement may include reimbursement for direct salary/benefits, materials and administrative costs. The agreement supports the mission of the Department/College/Division/University and is an appropriate use of state resources.
- The Department/College will need to work with their Divisional Budget Coordinator to submit an Account Request Form (ARF), with appropriate approvals, to Budget & Finance.
- B&F will review the ARF and if approved, will notify the Divisional Budget Coordinator via email of the new revenue and expenditure accounts to be assigned. B&F will then hold the ARF pending receipt of further documentation.
- The Department/College will then need to work with Contract & Procurement Management (CPM) to establish a contractual agreement with a campus Auxiliary or an external entity prior to providing the goods and/or services. The agreement will serve as the authority for SDSU to invoice for the goods and/or services provided. A written agreement (email is sufficient) is necessary if the goods and/or services will be provided to another University fund. The agreement will serve as the documentation for the Department/College to submit the appropriate transfer form to initiate the transfer of funds.

- The Department/College will then need to resubmit the ARF with the following documentation to Budget & Finance:
 - a copy of the fully executed reimbursed agreement
 - a Budget Request form (if required by B&F)
- Once the University account structure is set-up in Oracle (per the ARF), the requesting Department/College will need to ensure that expenditures related to this account are charged appropriately. This includes submitting Position Action Request (PAR) forms for salary and benefit costs to charge directly to the new University account.
- If the goods and/or services are provided to an Auxiliary Organization and/or external entity, the requesting Department/College will need to submit an Accounts Receivable Billing Request (Attachment C) along with documentation of the goods/services provided to Accounting Services to initiate the invoicing process.
- If the goods and/or services are provided to another University fund, the requesting Department/College will need to submit a Cost Recovery Transfer Request (Attachment D) along with documentation of goods/services provided to Accounting Services to initiate the cost recovery transfer.

Procedures for a University Account - Cost Center:

- A cost center is a program or activity that charges for the goods and/or services that it provides to internal and external users. The cost center supports the mission of the Department/College/Division/University and is an appropriate use of state resources.
- Submit a Request to Establish a University Account Form (Attachment A). This form must be routed for College (if applicable) and Divisional approval. The Divisional Budget Coordinator will route to SDSURF for review and then SDSURF will forward to Budget & Finance. This request must also include supporting documentation and rate calculations (if applicable) for the proposed University account. A rate structure template (Attachment B) is provided to assist you in this process and includes the following information:
 - a detailed itemization of annual expenditures for providing the goods and/or services; and
 - an inventory of equipment used to provide the goods and/or services.
 You are not required to use this template. It is necessary that you provide sufficient justification and documentation to support your request which will vary depending on the nature of your program or cost center.
- Budget & Finance will review and approve the request for a new University account and rate structure (if applicable) and then the request will be forwarded to the University Controller for final review/approval.
- Budget & Finance will distribute notification of the approved University account and rate structure (if applicable) to the requesting Department/College, Divisional Coordinators and Auxiliary Organizations. Budget & Finance will determine the appropriate Oracle account structure and notify the requesting Department/College to submit the required forms, with appropriate approvals, to Budget & Finance:
 - an Account Request Form (ARF)
 - Departments may be advised to contact Student Account Services/Cashiering to determine the appropriate method for accepting payments prior to submitting an ARF.
 - a Request to Establish a Campus Trust Fund (if applicable)
 - a Budget Request form (if required by B&F)
- Once the University account structure is set-up in Oracle (per the ARF), the requesting Department/College will need to ensure that expenditures related to this account are charged

appropriately. This includes submitting Position Action Request (PAR) forms for salary and benefit costs to charge directly to the new University account.

- If the approved rates include use by Auxiliary Organizations and/or external entities, the requesting Department/College will need to work with Contract & Procurement Management (CPM) to establish contractual agreements with these entities prior to providing the goods and/or services. The agreement will serve as the authority for SDSU to invoice for the goods and/or services provided. The requesting Department/College will need to submit an Accounts Receivable Billing Request (Attachment C) along with documentation of the goods and/or services provided to Accounting Services to initiate the invoicing process.
- If the approved rates include use by another University fund, the requesting Department/College will need to have a written agreement (email is sufficient) with the user prior to providing the goods and/or services. The requesting Department/College will need to submit a Cost Recovery Transfer Request (Attachment D) along with documentation of goods/services provided to Accounting Services to initiate the cost recovery transfer.
- If the approved rates include use by a department within the same University fund, the requesting Department/College will need to have a written agreement (email is sufficient) with the user prior to providing the goods and/or services. The requesting Department/College will need to submit a Cost Recovery Budget Transfer Request (Attachment E) along with documentation of the goods/services provided to Budget & Finance to initiate the cost recovery transfer.

University Account Guidelines:

- Budget & Finance periodically monitors the activity in University accounts. Although balances will carry-forward, the expectation is that you are incurring costs as a result of providing a good and/or service and these costs (to include salary/benefits) should be charged to the University account. It is understandable that there will be some balances due to timing of revenues & expenditures and maintaining reserves for equipment replacement but balances should not be excessive. Departments/Colleges should be prepared to justify and explain balances in University accounts upon request from B&F.
- In the event that expenditures exceed available funding within a University Account, the Department/College will be responsible for covering the shortfall from their University Operating Fund.

Attachments

- A – Request to Establish a University Account
- B – Request for a University Account – Rate Structure Template
- C – Accounts Receivable Billing Request
- D – Cost Recovery Transfer Request
- E – Cost Recovery Budget Transfer Request
- F – Budget Request Form



Date:
 To: Budget & Finance Office MC1622
 Subject: REQUEST TO ESTABLISH A UNIVERSITY ACCOUNT

Requesting Department:

Describe the nature of the program or cost center (include proposed start date):

Will this cost center be self-supporting (not receiving state funds)? Yes No

What types of revenues will be collected?

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Royalties | <input type="checkbox"/> Conference/Workshop Registration Fees |
| <input type="checkbox"/> Event/Program Revenues | <input type="checkbox"/> Consulting Fees |
| <input type="checkbox"/> Facilities/Equipment Rental | <input type="checkbox"/> Printing/Copy Fees |
| <input type="checkbox"/> Sales of goods or services (specify) | |
| <input type="checkbox"/> Other (specify) | |

What types of entities will be receiving the goods and/or services?

- | | |
|--------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Internal Departments / Campus Funds | <input type="checkbox"/> Auxiliary – SDSURF Grants/Contracts |
| <input type="checkbox"/> External Entities (off campus) | <input type="checkbox"/> Auxiliary – Non-SDSURF Grants/Contracts |

Note: All requests to establish **student fees** must be approved via the **Campus Fee Advisory Committee (CFAC)**. Please contact the Budget & Finance Office for guidance.

What types of expenditures are incurred by the department to provide the goods and/or services?

- | | |
|----------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Faculty Salaries & Wages | <input type="checkbox"/> Staff/Management Salaries & Wages |
| <input type="checkbox"/> Student Wage | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Equipment Usage | <input type="checkbox"/> Maintenance/Repair of equipment |
| <input type="checkbox"/> SDSU-owned (tagged) equipment | |
| <input type="checkbox"/> SDSURF-owned (tagged) equipment | |
| <input type="checkbox"/> Facilities Usage | <input type="checkbox"/> Other (specify) |

What is the estimated annual revenue amount? \$

What is the estimated annual transaction (invoice/payment) volume?

What is the duration of the account? Indefinite Expires on

Is there an account at SDSURF for this cost center? Yes No

If yes: Open Account SDSURF Account Number:
 Closed Account SDSURF Account Number:

All University accounts are subject to an administrative charge.

Submit Required Documentation:

- Provide a detailed itemization of annualized expenditures for providing the goods and/or services to all users including requesting department. Include associated benefits for salary expenditures. Indicate whether expenditures are paid by SDSU and/or SDSURF, or reimbursed via overload or some other means (be specific).
- Provide an inventory of equipment used to provide goods and/or services. Include the (1) tag number, (2) location of equipment, (3) purchase price and (4) estimated useful life in years. Also provide details on current maintenance agreements (if applicable).
- Provide an itemized annual budget to include estimated revenues and detailed expenditures.

REQUIRED APPROVALS:

Approval indicates that establishing this cost center supports the mission of the department/college/division/university and is an appropriate use of state resources.

College review (if applicable):

- Approved
 Denied

Comments:

Signature:

Date:

Divisional review:

- Approved
 Denied

Comments:

Signature:

Date:

SDSURF review:

Comments:

Signature:

Date:

Budget & Finance review:

- Approved
 Denied

Comments:

Signature:

Date:

Controller review:

- Approved
 Denied

Comments:

Signature:

Date:

Upon approval of the University Account and rate structure, B&F will notify the requestor to submit an Account Request Form (ARF) and additional documentation as necessary.



Date:

Requesting Department:

Cost Center/Activity Name:

ANNUAL BUDGET/EXPENDITURE

Note: The intent is to capture ALL COSTS associated with providing the goods and/or services to ALL USERS.

	[A] ANNUAL SALARY / EXPENSE	[B] HOURLY COST <small>[A] / 2080 HRS</small>	[C] ANNUAL FTE [1]	[D] BENEFIT RATE [2]	INTERNAL [E] HOURLY RATE <small>[B] * [C]</small>	EXTERNAL [F] HOURLY RATE <small>[E] * (1 + [D])</small>	SDSURF GRANT [G] HOURLY RATE <small>[E] * (1 + [D])</small>
<u>SALARY DATA</u>							
<i>FACULTY SALARY</i>					-	-	-
<i>STAFF/MANAGEMENT SALARY</i>					-	-	-
<i>STUDENT WAGES</i>					-	-	-
<u>SUPPLIES & SERVICES</u>					-	-	-
<u>EQUIPMENT</u> <small>(from Inventory Worksheet)</small>					-	-	-
<u>OTHER EXPENSE</u>					-	-	-
DEPT HOURLY RATE					-	-	-
Administrative Fee [3]				6%	-	-	-
BILLABLE HOURLY RATE					-	-	-

[1] Annual FTE = Annual Hours (spent on this cost center/activity) divided by 2,080 annual hours

[2] Refer to current Employee Benefits - Estimated Billing Rates memo published annually by Budget & Finance.

[3] Cost recovery accounts are subject to an administrative fee; SDSURF grants are exempt from this fee.

INTERNAL = University Operating Fund (UOF) department will be billed for goods and/or services.

EXTERNAL = Non-UOF department, Campus Auxiliary, or external (off-campus) vendor will be billed for goods and/or services.

SDSURF GRANT = SDSURF grant funding will be billed for goods and/or services.



Date: January 0, 1900
Requesting Department: 0
Cost Center/Activity Name: 0

ITEMIZED INVENTORY

Description	SDSU or SDSURF Property?	Tag Number	Location	Purchase Price	Date Placed in Service	Estimated Useful Life (in Years)	Maintenance Agreement [1] (Yes or No)	Annual Cost [2]
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				

\$ -

[1] If YES, please provide documentation of Maintenance Agreement to Budget & Finance for review.
[2] To be determined by B&F upon review of inventory data and/or maintenance agreements.

San Diego State University - Accounts Receivable Billing Request

Entity to Be Billed: _____

Tax ID/Vendor Number: _____

Phone/Fax Number: _____

Billing Address Street: _____

City, State and Zip: _____

 Dates of Services
Performed: _____

Vendor Account #: _____

Purchase Order #: _____

Foundation Fund #: _____

Deposit Accounts(Required)/CRS codes

	Org	Act	Nacct	Endv	Fund	Func	CRS Code	
Oracle Acct #:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	Amount: <input style="width: 100px; height: 20px;" type="text"/>
Oracle Acct #:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	Amount: <input style="width: 100px; height: 20px;" type="text"/>
Oracle Acct #:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	Amount: <input style="width: 100px; height: 20px;" type="text"/>

Total To Be Billed: \$ _____ -

Description of Services Performed (Show Unit Rate for Labor and Materials):

MUST INCLUDE AN AGREEMENT NUMBER
NOTE: FOR ALL BILLINGS TO AN SDSU AUXILIARY (San Diego State University Research Foundation, Associated Students, Aztec Shops), WHERE REVENUES WILL BE RECORDED IN FUND'S 1606, 543X OR 544X, REVENUES MUST BE RECORDED IN NATURAL ACCOUNT 58095: NON-OPERATING REVENUE FOR COST RECOVERY FROM AUXILIARIES .

Additional Comments: _____

Department Requesting

Billing: _____ Phone Number: _____

Signature: _____ Date: _____

Printed name: _____



Cost Recovery Transfer Request
(for transfers between funds)

Use the **Cost Recovery Transfer Request** form when the account to be billed is a different campus fund than the account to receive the funds. Note: Funds **1006-1013, 1606** are considered the same campus fund.

Use the **Cost Recovery Budget Transfer Request** form when the account to be billed is the same campus fund as the account to receive the funds. Note: Funds **1006-1013, 1606** are considered the same campus fund.

Accounting Services

Submit request electronically to: dmccoy@mail.sdsu.edu

ORG	ACTV	NACCT	ENDV	FUND	FUNC	UNUS	Debit (Dept Receiving Service)	Credit (Dept Providing Service)	Description
		61710				0000			Cost Recovery for services provided (explain services) to (Dept Name) by (Dept Name) as agreed (cite MOU or email correspondance) and per B&F approved cost recovery account (account name).
		58094			5001	0000			Cost Recovery for services provided (explain services) to (Dept Name) by (Dept Name) as agreed (cite MOU or email correspondance) and per B&F approved cost recovery account (account name).
TOTALS							-	-	Ready for Data

Note: Formal Agreement (MOU) or email correspondence between departments must accompany Cost Recovery Transfer Request as documentation for services provided and amounts to be transferred.



Budget & Finance

Submit request electronically to: budget@mail.sdsu.edu

Cost Recovery Budget Transfer Request

DEPT'S. ID #	B&F TRF #
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Use the Cost Recovery Budget Transfer Request form when the account to be billed is the same campus fund as the account to receive the funds. Note: Funds 1006-1013, 1606 are considered the same campus fund.

Use the Cost Recovery Transfer Request form when the account to be billed is a different campus fund than the account to receive the funds. Note: Funds 1006-1013, 1606 are considered the same campus fund.

ACCOUNTING FLEXFIELD:								Debit (Expense Account for Dept Providing Service)	Credit (Expense Account for Dept Receiving Service)	DESCRIPTION
EFF DATE (format MMM- YYYY)	ORG (5)	ACT (3)	NAT ACCT (5)	ENDV (4)	FUND (4)	FUNC (4)	RFU (4)			
							0000			Cost Recovery for services provided (explain services) to (Dept Name) by (Dept Name) as agreed (cite MOU or email correspondance) and per B&F approved cost recovery account (account name).
							0000			Cost Recovery for services provided (explain services) to (Dept Name) by (Dept Name) as agreed (cite MOU or email correspondance) and per B&F approved cost recovery account (account name).
TOTAL:								0.00	0.00	Values match-OK to process

Note: Formal Agreement (MOU) between departments or email correspondence must accompany Cost Recovery Transfer Request as documentation for services provided and amounts to be transferred.

APPROVALS:

_____	_____	_____	_____
Account Manager	Date	Divisional Coordinator	Date
_____	_____	_____	_____
Dean/Admin	Date	Budget & Finance	Date

Cost Recovery Budget Transfer Request
Budget & Finance

**SAN DIEGO STATE UNIVERSITY
BUDGET REQUEST**

B&P FILE

DEPT'S. ID # B&P TRF #

Organization Name: _____
 Account Title: _____
 Source of Revenues: _____

Initial
 Revision No.

Revenue Budget										
PLEASE ALLOCATE REVENUE BUDGET BY NATURAL ACCOUNT (CREDIT):										
EFF DATE (format MMM-YYYY)	ORG	ACT	NATL	ENDV	FUND	FUNC	RFU	FROM (DEBIT)	TO (CREDIT)	Description
							0000			TRF; REV BUDGET
							0000			TRF; REV BUDGET
							0000			TRF; REV BUDGET
							0000			TRF; REV BUDGET
							0000			TRF; REV BUDGET
REVENUE TOTAL:								0.00	0.00	

Expenditure Budget										
PLEASE ALLOCATE EXPENDITURE BUDGET BY NATURAL ACCOUNT (DEBIT):										
EFF DATE (format MMM-YYYY)	ORG	ACT	NATL	ENDV	FUND	FUNC	RFU	TO (DEBIT)	FROM (CREDIT)	Description
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
							0000			TRF; EXPENDITURE BUDGET
EXPENDITURE TOTAL:								0.00	0.00	

TOTAL BUDGET (MUST NET TO ZERO):								0.00	0.00	Ready for Data
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Comments: _____

APPROVALS:
 Approval indicates that you have certified that the source of revenue is current/valid.

Account Manager _____	Date _____	Divisional Coordinator _____	Date _____
Dean/Admin _____	Date _____	Budget & Finance _____	Date _____