

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.05, Grant, Award, and Contract Billings

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish guidelines for revenue billings on grants, awards, and contracts.

REVIEW: This HSC OP will be reviewed on April 1 of each year (EY) by the Director of Accounting Services, with the recommendations for revisions forwarded to the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

1. **Billing.** Fund Managers and designated departmental personnel are generally responsible for completing revenue billings for grants, awards, and contracts within their funds. Billings should be entered into the Contract AR/Billing System accessible on the Webraider portal, F&A Work Tools tab, Procurement section, under Contracting. Refer to [HSC OP 50.06](#) for more specific information on accounts receivable maintenance for the Contract AR/Billing System.

Exceptions to this rule are made for Federal pass-through cost reimbursement grants, State cost reimbursement grants, including CPRIT grants, and Private cost reimbursement grants, for which Accounting Services completes the billing. Additionally, reimbursements of expenditures for Federal grants with letter-of-credit authority are drawn by Accounting Services and do not require departmental billing.

2. **Collections** . Per [HSC OP 50.03](#), all Fund M