



ii. Fringe Benefits (in propo

1. External/Non-campus Agency Names
2. Other Area Providers
3. Billing Rates for Other Area Providers
4. Benefit to TTUHSC

iv. Approval Information

1. Appropriate Dean or Vice President (name and signature, for new fund/rate establishment)

5. Establish ment of Billing Rates. Service departments must establish billing rates prior to charging users for goods or services. Generally, billing rates can be determined by dividing the estimated total costs of providing goods or services (adjusted for previous period surpluses or deficits) by the estimated units of goods or services to be provided (as indicated below):

$$\underline{\text{Estimated Total Costs} + \text{Prior Period Deficit} - \text{Prior Period Surplus}} =$$



- iv. Calculation of amount billed for goods and services provided
  - v. Total charge to the recipient department
  - vi. Approval of charges and acknowledgement of the receipt of goods or services by the Fund Manager or other authorized approver of the recipient department
  - vii. Other relevant information
- c. File Retention. Service departments must retain documentation of all billing rates, including relevant expenses for the period from 10/1/2010 to 9/30/24 (if 10/1/2010 to 9/30/24 is not applicable, then 10/1/2010 to 9/30/23).

- b. Encumbrances. Close or move open encumbrances.
- c. Final Invoices. Re