

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Service Center Transactions Policy

UH-Downtown/PS 05.A.13
Issue No. 2
Effective date: 11/19/99
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1. PURPOSE

This PS prescribes the appropriate means for University of Houston - Downtown (UHD) departments to acquire goods or services from service centers within all components of the University of Houston System. This policy applies to non-cash transactions between University departments and service department accounts, with restriction on fund sources as indicated.

2. DEFINITIONS

2.1 Service Centers: Units created to provide goods or services that could be purchased from commercial sources but are more economically and conveniently provided and can be controlled better by the institution. Service centers usually serve a large segment of the University community and are supported by internal charges to user departments or other university components. Rates charged by service centers reflect all operating costs, including wages, benefits, cost of materials and supplies, cost of physical facilities, depreciation, and a share of the general and administrative expenses. Examples include UHD Computing and Telecommunications, and Multimedia Services.

2.2 Auxiliary Units: An entity which furnishes goods or services to students, faculty and staff for a fee. The fee is directly related to the cost of the goods or services provided. Auxiliary units are managed as self-supporting entities. Examples include parking, bookstore, and food service.

3. POLICY/PROCEDURES

3.1 UHD provides for the internal acquisition of goods and services. The acquisition process provides timely delivery of goods and services at a reasonable cost. It also provides the means for acquiring unique goods and services not readily available from external vendors.

3.2 *Service Center Requisitions* (SCRs) are used for inter-campus and inter-departmental transactions when procuring goods or services from approved service centers. SCRs credit the service provider's account and assess the charge to the procuring department. These requisitions may not be used for expenditure reallocations or budget/expenditure transfers. A *Transaction Correction Request* or *Transfer of Funds Request* should be completed in these situations and forwarded to the appropriate office. For additional information, see PS 05.A.12, Expenditure Allocations and Adjustments Policy.

3.3 Several non-service centers at UHD are authorized to use *Service Center Requisitions*:

3.3.1 Parking Office for providing parking tokens and permits to departments;

3.3.2 Continuing Education Department for employee course fees billed directly to departments; and

3.3.3 University Relations for volume distribution of various publications, such as catalogs, to University departments.

3.4 Usage of Service Center Requisitions is restricted to service centers and the non-service centers listed in 3.3 above. Exceptions must be approved by the Business Affairs

Department.

3.5 Departments purchasing goods or services from service centers may use only local funds.

3.6 Departments must conform to this policy and the procedures outlined herein (Exhibit A) to insure their transactions are processed in a timely manner. Those not meeting the prescribed standards will not be processed and will be returned to the originating department.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

President

Policy History

Issue #1: 05/16/94

UNIVERSITY OF HOUSTON - DOWNTOWN

PROCEDURES FOR COMPLETING SERVICE CENTER REQUISITIONS

ORIGINATING DEPARTMENT

1. Enter current date (Month/Day/Year).
2. Enter the estimated expenditure amount.
3. Indicate with an X the appropriate auxiliary or service center to receive the SCR. Type in the department name under "Other" if it is not pre-printed.
4. Enter the delivery instructions: department name, room and building number.
5. Fill in the quantity ordered.
6. Provide a description of the goods or services being requested.
7. Enter unit price of each item.
8. Enter the total dollar amount for each item listed.
9. Enter the name of the person who initiated the SCR and obtain signature. Enter the campus telephone number.
10. Enter the account manager's name and obtain signature.
11. Circle the appropriate debit account campus.
12. Enter the department 10-digit account number and appropriate subcode to be charged. If multiple accounts are to be charged (debited), indicate the amount to be charged to each account.
13. Obtain any other required approvals. Refer to PS 05.A.02, Signature Authority of University Funds, for further clarification.
14. Any request for goods or services totaling \$500.00 or more must be forwarded to the ~~Accounts Payable~~ Purchasing Department for encumbrance prior to delivery of goods and services. Once ~~Accounts Payable~~ Purchasing approves the encumbrance, the SCR will be stamped and returned to the originating department.
15. Forward top three copies to the service department and retain the last copy.

SERVICE DEPARTMENT

- S1. When the top three copies of an SCR are received, enter quantity of goods issued; change unit price and amount, if necessary.
- S2. Obtain the signature of the employee receiving the goods or services. This person should not sign the SCR until after the goods or services are received. If a receiving signature is obtained on a separate delivery ticket, enter "*See Attached*" and attach the delivery ticket.
- S3. Enter the ten-digit account to be credited.
- S4. Distribute the SCR as follows:
 - a) Forward the original and all documentation to the Business Affairs Department for processing.
 - b) Forward the second copy to the originating department.
 - c) Retain the third copy.