

Chemistry Service Centers Procedures for Shop Managers

Revised 3/27/06, 6/11/07

Managing Jobs

All jobs should be assigned a unique **Job Number** that identifies each job. Assigning a job number is important for tracking and audit purposes.

Additionally, the following information should be maintained on all jobs: name of person responsible for the bill, name of person requesting the job, description of work to be performed, number of billable and non-billable hours.

A computer based system is used to track the project and billing information of each job. Shop managers are responsible for ensuring the integrity of the records in the system they use and to also enter information in a timely fashion.

Billing

Each month, shop managers must complete monthly billing and provide the completed jobs to the department billing clerk so that invoices can be created and mailed out for payment. All bills are due by the 10th each month for the prior month's billing.

Billing Rates: Shop managers must charge the rates that have been approved during the annual Service Center Billing Proposal process. A copy of the published rates is provided to the managers each year.

The rates must be the same for each class of users to avoid price discrimination. The defined user classes for the Chemistry Service Facilities are:

- **UH Main campus users** – only users who are located on the UH Main campus.
- **Non-UH Academic users** – any educational institution other than UH Main campus. This includes other UH campuses such as Downtown, Clear Lake, and Victoria.
- **Industry users** – commercial users.

IDC: An IDC rate must be added to the billing rate for all non-UH Main campus users. The IDC rate must be at least the current UH IDC rate (49% as of 4/1/06). An exemption may be requested for non-UH Academic users. The exemption must be approved in advance by appropriate university officials. Industry users may not be exempt from the IDC rate.

Service Center Customers

Approval must be obtained to provide service to non-UH users. Shop managers should check with the DBA prior to providing service to non-UH users. Refer to the "User Request Procedures" in the Service Center Manual for further details.