

Service Center Billing Proposal Instructions

Department of Chemistry

1. Gather the following reports and data
 - a. PeopleSoft 1074 for:
 - i. Current year (up to the most recently closed fiscal period)
 - ii. Prior fiscal year
 - b. PeopleSoft Payroll Account Report (UPAY078) by empl ID for each of the shop managers **for the prior fiscal year**.
 - c. Current Fiscal year FMP report on subsidy funding. (Find by current fiscal year and the shop initials in the subaccount; omit the shop cost center speedtype. Subsidy funding is any shop expenditure paid for on a cost center other than the shop.)
 - d. The current approved Billing Rate chart for each of the shops.
 - e. A list of equipment for each of the shops. (Can obtain from FMP Inventory database).

2. Complete the Cost Study reports for each of the following fiscal years: prior fiscal year, current fiscal year, and upcoming fiscal year.

See instructions for Completing Cost Study – Form 1

3. Review current billing rates with the chair. Discuss whether rate changes are required.

4. Have the shop managers estimate the anticipated number of users in each user class (UH, non-UH academic, non-UH Industry) for each service type on the billing rate. Place these estimates in the billing rate chart to calculate estimated recovered costs for the upcoming fiscal year. Link this to the Cost Study Form.

5. Prepare memos: 1) Request to Provide Sales to Non-UH Affiliates; 2) Request to Waive IDC to Non-UH Academic Users