

Service Center Rates and Usage

Top Ten Tips

Quick Reference Guide

1 Calculate Separate Rates

You must calculate a separate rate for each service provided. You may not combine rates.

2 Prorate Similar Costs for Separate Rates

If you have separate rates calculated, you must prorate all similar costs, e.g., effort, supplies, repairs, and equipment depreciation.

3 Prorate Associated Equipment Costs

If you are prorating a percentage of equipment depreciation in your use rate, you must prorate all other costs associated with that equipment operation.

4 Prorate Square Footage Based on Time vs. Space

You must prorate any square footage allocation based on the percentage of **time** being used for the project rather than the percentage of the **space** being used.

5 Follow Changed Rate Rules

If you charge less than the approved rate, you must inform the Office of Contract and Grants (C&G) and you must charge that same reduced rate for all other contracts and grants. If you decide to increase a rate, you must also inform C&G.

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6 Charge and Track Actual Costs Correctly

If you charge actual costs for an item, you must bill for those costs separately, have invoices for audit back-up, and cannot include those actual costs in another rate calculation.

7 Certain Projects Must be Self-Supportive

Your upper-half ledger 3 projects must be self-supportive (cannot receive subsidies from other sources, e.g., state appropriated, federal), and all salaries/effort must be charged to the ledger 3 project (per Controller's office guideline).

8 Follow Rules for Use of C&G Purchased Equipment in Service Center

To use equipment in a Service Center that was purchased as part of a contract or grant project, the grant must be terminated and you must follow A-110 guidelines prior to using the equipment. Contact the Office of Contracts and Grants if you think that you may have one of the few exceptions to this rule.

9 Follow Guidelines for Recalculating Your Rates

You must recalculate your rate at least every two years or whenever there is a significant change in the rate charged.

10 Maintain Daily Logs

You must maintain daily logs to record all usage related to the service being provided.