

Regulation 2-7



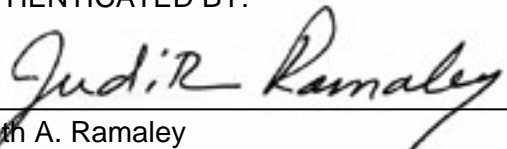
Winona State University

Chargeback System of Service Units

1. **PURPOSE:** This regulation constitutes a systematic accounting procedure of billing and cost recovery.
2. **CHARGES:** Charges for services are based upon current costs. The service units establish these charges.
3. **PROCEDURES:**
 - A. Employees requesting services must complete appropriate charge back forms, which are available at the service areas. The forms are self-explanatory, although they should include additional information or special instructions that might be necessary to effectively fulfill the intent of the request. The assigned account number and signature of the department head or an appointed designee must accompany all request forms.
 - B. Upon completion of the service unit's function, an itemized billing will be submitted to the accounting section of the Business Office to process the transfer of charges from the account of the user department to the account of the performing service unit. The records of these transactions are available for review at the service unit centers.

This WSU Regulation supersedes WSU Regulation 2-7, dated August 18, 1988.

AUTHENTICATED BY:



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative References:
President

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