Administrative Service Charge

OVERVIEW
The University assesses administrative service charges on revenues collected by University units which charge for goods and/or services.

Administrative service fees are charged to provide funding for central University administrative service costs. In combination with other University funds, these fees partially offset overhead costs, which include personnel, payroll, accounts receivable and payable, purchasing, and other support services.

ADMINISTRATIVE SERVICE CHARGE
The University assesses an administrative service charge to service center units for revenue of any type in programs 01 through 10 (including object 21), 15, 16, 19, and 19B.

Administrative service charge revenues are deposited into the Local Dedicated Fund (148-05) and are allocated through the annual budget process.

The Vice President of Finance and Administration, in consultation with the President reviews and sets the administrative service charge rate periodically.

Service center units may include administrative service charges as operating costs in setting rates for goods and/or services (see BPPM 30.15).

Exempt Revenue Sources
Revenue sources exempt from the administrative service charge calculations include the following:

- Costs charged to federal sponsored projects.
- Central allocations supplementing the revenue receiving unit. This includes regular session tuition and fee revenues.
- Revenue associated with flowthrough funds.
- Services and Activities Fees (S&A Fees) allocated to the revenue receiving unit.
- Special course fees dedicated to supplement (but not replace) appropriated funds or regular student fees.
- Revenues for a unit established within a college or area which provides central support services to that college or area.
- Exemptions approved by the Vice President of Finance and Administration and/or the President due to special considerations, based on written requests from colleges or areas.