

## TOP TEN THINGS TO KNOW ABOUT SERVICE CENTERS

1. You must calculate a separate rate for each service that is provided
2. If you have separate rates calculated, you must prorate all similar costs. IE: effort, supplies, repairs, equipment depreciation.
3. If you are using equipment depreciation in your use rate, and only using a percentage of that depreciation, based on the time that you use the equipment for the service that you are providing, you must prorate ALL OTHER Costs associated with the operation of that equipment.
4. Square Footage Allocation: When calculating square footage to be allocated in a service center, one must remember to prorate the square footage based on time the activity is going on in the space. If you have more than one service/ rate form that uses the same room, then both of the rate forms cannot exceed 100% of the square footage. *IE: you have a room that is 100 square feet and you are using it for 2 services. Even if you are using 100% of the square footage for each service, you cannot allocate more than the 100 square feet. That is why we base the space allocation on time that the activity goes on in the room, so one service may use the space 40% of the time and the other may use it 60%, total of 100 Square Feet.*
5. You may charge less than the approved calculated rate, but you must inform C&G of the lower rate that you set and all contract and grant projects must get that same low rate. You must also notify C&G if you decide to increase that rate.
6. If you charge actual costs for an item, in the event of an audit, you must be able to supply an invoice to backup the actual cost. Remember, that actual cost items that are billed separately cannot also be included in the rate calculation.
7. Upper half ledger 3 project ID's must be self-supportive. Cannot receive any subsidy from other sources, IE: state appropriated, federal, etc. All SALARIES / EFFORT must be charged to the ledger 3 project. (This is a Controller's office guideline)
8. Equipment Use – If you are using equipment purchased with a C&G project, the grant must be terminated and A-110 guidelines must be followed prior to using the equipment in a service center. (There are very few exceptions and C&G should be contacted if you think you have an exception)
9. You must recalculate your rate, at a minimum, every 2 years, or whenever there is a significant change in the rate charged.
10. Daily logs must be maintained to record ALL usage.

If you have any other questions regarding use rates for service centers that charge C&G projects, please contact Shelia Fisher at 515-8808.