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 maintenance costs.

3. **No F&A (Indirect) Costs**
   No F&A (Indirect) type costs can be included in the rates.

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 Cost Analysis (OCA) 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 OCA.
**Service Center Rates and Usage**

**Top Ten Tips**

**Quick Reference Guide**

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). State funded Equipment can not be “used” in a service center unless granted an exception by the Budget Office. These exceptions can only be granted on a case by case basis if there is very minimal use of the state funded equipment that does not interfere with the purposed intended.

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 Cost Analysis 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.

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