

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 Shared Costs for Separate Rates

If you have separate rates calculated, you must prorate all shared 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.

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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

Upper Ledger 3 Projects Must be Self-Supporting

Upper ledger 3 projects must be self-supporting and all salaries/effort must be charged to the ledger 3 project. State-funded equipment cannot be "used" in a service center unless fully depreciated or granted an exception. These exceptions can only be considered on a case-by-case basis if there is very minimal use of the state-funded equipment that does not interfere with the intended purpose.

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.