

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	July 2000
Section 6.1	Accounting	Revised:	September 2008
<b>Policy 6.1.14</b>	<b>Supplying and Billing for Products or Services Outside of the Health Science Center</b>	Responsibility:	Assistant Vice President for Business Affairs

**SUPPLYING AND BILLING FOR PRODUCTS OR SERVICES OUTSIDE OF THE HEALTH SCIENCE CENTER**

**Policy**

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Prior approval must be obtained from the Executive Vice President for Business Affairs before any product or service is supplied to parties outside of the Health Science Center for which a charge will be made. Documentation of this approval must be kept on file in the department. A standard Health Science Center invoice is required when billing outside parties, unless approval is otherwise granted. If assistance is required to complete the invoice, contact the Accounting Office.

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