

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	July 2000
Section 6.1	Accounting	Revised:	October 2010
Policy 6.1.14	Supplying and Billing for Products or Services Outside of the Health Science Center	Responsibility:	Assistant Vice President for Business Affairs

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

Policy

Prior approval must be obtained from the Vice President and Chief Financial Officer 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.
