


COMPTROLLER POLICY MANUAL

	POLICY: CMP 407
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Interdepartmental Billings (IST's)	Effective date: 01/01/2000
	Revision date: 02/05/2016

PURPOSE

To process internal department journals (IST's)

SOURCE

University policy

DISCUSSION


An interdepartmental service center transmittal (IST) is used to procure goods and services from a university service department. Service Centers may request that only their department be required to approve journals for service center charges on journals with a journal source of IST. Service center charges are presumed to be pre-approved by departments/projects requesting the service, and thus do not require approval when the charges are recorded. Service Centers are defined through Comptroller Policy CMP [401-02](#), NAU Service Center Policy; however, departments don't necessarily have to meet the policy requirements to request the ability to process journals using the IST journal source. To request Service Center IST journal approval, department managers must submit an e-mail to Ask-FAS@nau.edu with the following information:

- Department ID:
- Department Name:
- Description of services provided:
- How are services authorized (i.e., e-mail, request form – attach request form, etc.)
- Does CMP Policy 401-02 apply to the Department (Yes or No)

A list of commonly used Non-Service Center Departments is listed below:

- | | |
|-----------------------------------|-----------------------------------|
| Chemistry Development | Contracting & Purchasing |
| Surplus Property | Human Resources Services |
| HR Advertising | Utility Clearing |
| Mountain Campus Transit | Parking & Shuttle Services |
| CC Wellness | Student learning Centers |
| Health Center Operations | Union Operations |
| Multi-Purpose Recreation Facility | CRS Fitness Programs |
| Aquatic Center Services | Outdoor Recreation |
| Student Activities-Local | Health Learning Center Operations |

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High Country Conference Center
Catering Services

DuBois Conference Center Operations
Central Ticketing

A list of commonly used Service Center Departments is listed below:

Bilby Pollen Lab
 Research Support Services
 Research greenhouse
 Electron Microscope Laboratory
 Enggen Lab Facility
 Forestry Vehicle Operations
 CO Plateau Stable Isotope Lab
 Motor Pool
 Transportation Services Body Shop
 Fueling Operations
 Copy Shop
 Computer Sales & Services
 Server Administration
 Office Automation

Electron Microprobe
 Holocene Envrnmtl Change Lab
 Animal Care Service Center
 Histology Core
 Machine Shop
 Stable Isotope Laboratory
 Planning & Construction
 Over-the-Road Bus Service
 Motor Pool Leasing Services
 Printing Services
 Information Technology Services
 SPSS/SAS Software Sales
 Netbackup
 Network & Telecommunications

Service Department Billings

All service department charges should be billed to the requesting department within 30 days after the service has been completed, except at fiscal year-end. At fiscal year end, the charges need to be billed by the cutoff date noted in [CMP-105](#), Fiscal Year-end Closing. Billings that have not been processed into PeopleSoft Financials within 30 days after the service has been completed may be reversed at the discretion of the comptroller, if the late billings cause a financial hardship for the requesting department, upon written request by the end user for review by the comptroller.