

## COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 407</b>
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Interdepartmental Billings (IST's)</b>	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 a service request in the [Employee Service Center](#), under General Finance > Financial Administration and Technical Support, 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

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- |                                |                                     |
|--------------------------------|-------------------------------------|
| Aquatic Center Services        | Outdoor Recreation                  |
| Student Activities-Local       | Health Learning Center Operations   |
| High Country Conference Center | DuBois Conference Center Operations |
| Catering Services              | Central Ticketing                   |

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

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| Bilby Pollen Lab                  | Electron Microprobe             |
| Research Support Services         | Holocene Envrnmtl Change Lab    |
| Research greenhouse               | Animal Care Service Center      |
| Electron Microscope Laboratory    | Histology Core                  |
| Enggen Lab Facility               | Machine Shop                    |
| Forestry Vehicle Operations       | Stable Isotope Laboratory       |
| CO Plateau Stable Isotope Lab     | Planning & Construction         |
| Motor Pool                        | Over-the-Road Bus Service       |
| Transportation Services Body Shop | Motor Pool Leasing Services     |
| Fueling Operations                | Printing Services               |
| Copy Shop                         | Information Technology Services |
| Computer Sales & Services         | SPSS/SAS Software Sales         |
| Server Administration             | Netbackup                       |
| Office Automation                 | 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.