

Interdepartmental Billing Process Overview

There are multiple processes for either sharing costs or collecting revenue to cover costs, depending on the situation. The best option for each specific circumstance will depend on certain details. Interdepartmental billing is specifically for providing services/commodities to other USF departments and programs and can only be accommodated by revenue-generating funds (auxiliaries).

- For all charges between departments there should be a charge document provided by the charging department to the department being charged that includes information on what is being billed
- The department receiving the billing will provide their chartfield for the charge on the form, as well as the signature of an approver and will return the form to the originating department
- The department receiving the revenue will submit the charge document to Resource Management and Development to initiate a journal transfer for the billing action to post to the ledger

The interdepartmental billing form can be requested from Resource Management and Development.

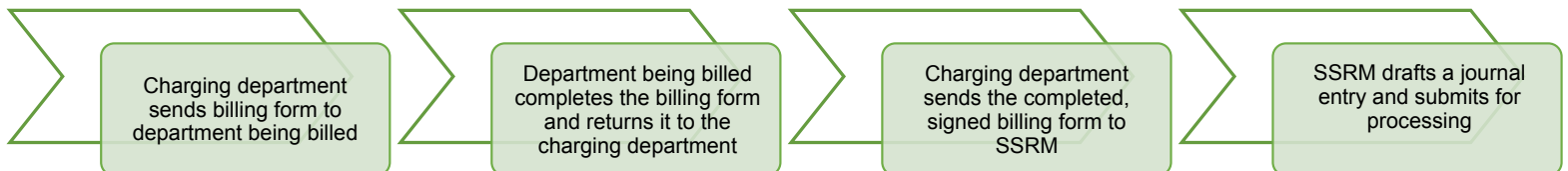
The highlighted sections in the template (below) should be completed by the billing department. For multiple charges on one form, please break out the billing in separate lines on the form.


If there are any questions about any of the information needed to complete the billing form, please contact Resource Management and Development (STP-SSRM@usf.edu).

To facilitate the journal transfer, the fully approved and signed interdepartmental billing form should be submitted to the Resource Management and Development email (STP-SSRM@usf.edu).

Internal departmental invoices or communication regarding billing situations can be used as supporting documentation for the request, but any requests for interdepartmental billing transfers that do not include a completed, signed university billing form will be rejected and will not be processed.

Workflow





UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

Inter-departmental Billing Form

| | |
|--|--|
| Date: [REDACTED] | Invoice #: [REDACTED] |
| Charging Department Name (Revenue): [REDACTED] | Paying Department Name (Expense): [REDACTED] |
| Total Charged: \$ [REDACTED] | Approver Name*: [REDACTED] |
| Preparer Name: [REDACTED] | Approver Signature*: [REDACTED] <small><i>(\$5,000 or more, approver must be Accountable Officer)</i></small> |
| FAST Charfield: | FAST Charfield: |
| Operating Unit: [REDACTED] | Operating Unit: [REDACTED] |
| Fund: [REDACTED] | Fund: [REDACTED] |
| Department: [REDACTED] | Department: [REDACTED] |
| Product: [REDACTED] | Product: [REDACTED] |
| Initiative: [REDACTED] | Initiative: [REDACTED] |
| Project: [REDACTED] | Project: [REDACTED] |
| ACCOUNT CODE: 74 [REDACTED] | ACCOUNT CODE: 75 [REDACTED] |

| Charge Description/Detail: | | |
|----------------------------|-------------|---------------|
| Date Service Rendered | Description | Amount |
| [REDACTED] | [REDACTED] | [REDACTED] |
| | | |
| | | |
| | | |
| | | |
| Total Charged | | \$ [REDACTED] |

Invoice # is for department tracking purposes and should be completed by the charging department. If no invoice # is available, please use an abbreviated department name and the date. (I.e. SSRM060322)

If the account code is unknown, please contact us at stp-ssrm@usf.edu.

Add multiple rows if more than one charge is needed.