

SUBJECT: University Billed Services	Effective Date: 3/5/19	Policy Number: FSP 2019 FS0021	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all personnel, departments, and units in Education and General, Contracts and Grants, and Capital Improvement Trust Fund-funded buildings and rooms as well as Auxiliary and Athletics buildings and facilities on all University of Central Florida (UCF) campuses.

DEFINITIONS:

Auxiliary. Auxiliaries are those activities that are not instructional in nature, but support the operation of the university. Auxiliaries generate revenue from the sale of goods and services to the university community. Some auxiliaries are partially- or wholly-funded by student fees. The primary auxiliary areas include Housing, Student Health Services, Parking Services, Computer Store, Telecommunications, Continuing Education, Dining Services and the Bookstore.

Budget Entities. A classification system that serves to identify funding sources. Budget entities include Educational and General (E&G), Auxiliaries (AUX), Contracts and Grants (C&G), Direct Service Organizations (DSOs), Athletics, Convocation Corporation, and other local funds (concessions, loans, and scholarships etc.)

Contracts and Grants (C&G). Includes sponsored research activities that are funded by federal, state, and private agencies. These funds are restricted for research activities and related administrative support.

Direct Service Organizations (DSO). A subsidiary corporation of the university, certified by the Board of Trustees to support the mission and goals of the university.

Educational and General (E&G). Funds comprising state appropriations from general revenue (primarily Florida’s Sales Tax) and Educational Enhancement Trust Fund (lottery sales), as well as funds from student tuition and other fees. These funds are restricted for instructional research, and public service activities and related administrative support.

Local. All other funding sources from student activities, concessions, student financial aid, and technology fees.

POLICY:

The State of Florida allocates Plant Operation and Maintenance (PO&M) funding for the maintenance and utility costs associated with Educational and General (E&G) buildings. Services provided to E&G entities that do not fall under these categories, or any services that are provided to non-E&G entities, are chargeable in accordance with the Chargeable Services List, using the current F&S billable rates (see Related Information).

Non-E&G entities that create additional loads on critical infrastructure systems shall pay to build the additional infrastructure, and pay for all subsequent operational and maintenance costs throughout the assets' useful life-cycle. Such costs shall include contingencies for growth, renewal, and replacement, along with applying the appropriate risk management tolerance for spaces and buildings that are owned or leased on university property.

RELATED INFORMATION:


Florida State Statute 255.2575, Operations and Intent:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0255/Sections/0255.2575.html

Facilities Operations Labor Rates: <http://fo.ucf.edu/laborrates>

Facilities & Safety Chargeable Services List:

<http://fo.ucf.edu/sites/default/files/pictures/ChargeableServicesList.xlsx>

Approved By:	Date Approved:
	3/5/19
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