

# User Request Procedures

## For Department of Chemistry Service Centers

Approval must be obtained to provide service/sales to **non-University of Houston (UH) third parties**. This includes other non-UH universities and colleges and industry/commercial users. (Reference: MAPP 03.01.01, Section IV.B.5)

### **Procedures to set up non-UH users:**

- 1) Complete a User Request form.
- 2) Submit to DBA for review/approval.
- 3) If additional approval is needed, it will be requested from the Associate Vice President for Finance via the office of Cost Accounting. See "Approval Process" below for details.
- 4) The form will be given to designated staff for applicable actions to include: adding the user to the departmental list of Service Center users, preparation of a request as indicated in the "Approval Process" below, filing/scanning, or other action as determined.

### **Annual Request for non-UH users:**

Each year, during the billing proposal process, Service Center Managers will need to provide a list of non-UH users who they anticipate for the upcoming fiscal year. The list must include the estimated annual recovered cost for each user.

### **Approval Process**

Each year the department submits a list of anticipated users during the Service Center Billing Proposal process on the "Request for Sales to non-UH Affiliates." When adding new users **during** the fiscal year, there is no need to obtain approval for the new user unless:

- a) The new user falls into a type or category that differs from the original group of non-UH affiliated third parties that were listed as examples in the service center's original request (i.e., the new user is a corporate entity and not an institution of higher education engaged in sponsored research activities).
- b) The new user will be charged a rate that is not included in the current Billing Rate Proposal.
- c) Estimated total recovered costs from the new user will materially increase the total recovered costs for the service center for the current fiscal year. (i.e., Will the anticipated recovered costs from the new user result in the service center over-recovering costs for the current fiscal year? If so, then you may need to adjust the billing rates for all goods and/or services.)

### **If any of the above are going to occur, appropriate action must be taken, which may include:**

- Submitting a request to provide services to a class or category of non-UH affiliated entity not previously disclosed in the original requests to provide sales to non-UH affiliated third parties.
- Submitting a request for approval of a new billing rate.
- Revising the billing rates to ensure that there is no material over-recovery of costs.