

## **OPERATING POLICY AND PROCEDURE**

**MEMORANDUM TO:** All Holders of Physical Plant Department  
Operating Policy and Procedure Manual

**DATE:** October 14, 2003

**SUBJECT:** Billing Procedures for Storage Facilities

### **PURPOSE**

The purpose of this Physical Plant Operating Policy/Procedure (PP/OP) is to provide for efficient billing of the storage facilities maintained by Central Warehouse. Reference TTU OP 63.01—Storage Facilities.

### **REVIEW**

This PP/OP will be reviewed by July 1 of each odd numbered year (ONY) by the unit manager – material resources with recommendations forwarded to the managing director – physical plant.

### **POLICY/PROCEDURE**

1. Texas Tech University provides long- and short-term storage facilities for use by campus departments for storage of general institutional equipment, supplies, and materials as space is available. (TTU OP 63.01)

Customer usage for short term storage located at the warehouse west of Quaker and Loop 289 is billed each fiscal quarter. The current rate is \$0.25 per square foot of space used per month with a minimum charge of \$25 per quarter. This rate is subject to change by Physical Plant administration.

2. Short Term Storage
  - a. Each fiscal quarter the customer using storage space in the Quaker and Loop 289 facility is billed for short term storage. The manager – central warehouse measures the space used by each customer then calculates the rent by the formula square feet times \$0.25 per square foot times three months with a minimum of \$25 per quarter. An interdepartmental voucher (IV) in the TechFim system is entered by

Central Warehouse clerical personnel. The credit account is 0050 45 0020 Leases and Rentals. The account listed by the customer when storage is requested is the debit account billed. If the account does not have funds available or has become an invalid account, the customer is contacted to provide an account with sufficient funds. The customer is mailed a receipt of the billing. (Attachment A)

A letter is sent to the director of accounting services August 31 of each year listing the credit account 0050 45 0020 and income from the charges per quarter then grand total for the fiscal year. The letter is prepared by the manager of central warehouse routed through the manager of material resources with a copy placed in Physical Plant read file. (Attachment B)

### **RESPONSIBILITIES**

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Unit Manager – Material Resources	Review (ENY)	May	1

APPROVED: \_\_\_\_\_  
Reviewer

APPROVED: \_\_\_\_\_  
Managing Director – Physical Plant