

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 04-18

Section: Facilities and Services

Subject: Facilities - Budget & Billing Procedures

Budget and operating procedures for Facilities Management are established in accordance with the Department of Higher Education guidelines. In addition, these procedures are in accordance with the National Association of College and University Business Officers and AAPA standards for facilities organizations.

A unique characteristic of the Facilities Management budget is that it is not fully funded for all expected expenditures. Facilities Management is required to bill other departments for requested services such as:

- Additions or moves
- Changes to facilities
- Set ups
- Operating, teaching or research equipment, furniture, and fixtures that are not part of the building structure or building operating system
- Vehicle usage, maintenance, replacement/purchase, fuel, insurance, and licensing
- Material issue, etc.

Educational and General (E & G) departments are not charged for utilities, building repairs, or custodial services, waste disposal, recycling, or landscape maintenance.

Auxiliary areas, including athletics, are charged for all utilities, repairs, maintenance, waste disposal, recycling, landscape maintenance, or any other service provided by Facilities Management.

Income from charges is utilized to balance budget lines for staff and supplies. Excess, if any, on June 30th each year reverts to the general operating fund.

Reviewed on 05/23/13.