**Information Technology Service Rates IT/PPS No. 03.01**

**for Income-Generating Accounts Issue No. 5**

**Effective Date: 03/02/2023**

**Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Director of Information Technology Business Operations/ Finance**

**POLICY STATEMENT**

*Texas State University is committed* to promoting proper budgetary control.

**01. BACKGROUND INFORMATION**

01.01 This policy establishes the role of Information Technology Business Operations (ITBO) in the review protocols for service rates within the Division of Information Technology (IT).

01.02 This policy complies with the policies and procedures identified in [UPPS No. 03.02.04](http://policies.txstate.edu/university-policies/03-02-04.html), Budget Planning and Monitoring for Income-Generating Accounts and [UPPS No. 03.01.09](http://policies.txstate.edu/university-policies/03-01-09.html), Fiscal Responsibilities of Account Managers at Texas State.

**02. DEFINITIONS**

02.01 Income-Generating Accounts – accounts that are at least partially supported by sales and services generated by that account (e.g., Telecommunications Services, Learning Spaces, and the Computer Repair Center).

02.02 Rates – chargeback amounts to the campus for services and products provided by the department.

**03. PROCEDURES REGARDING INCOME-GENERATING ACCOUNTS**

03.01 All IT chargeback rates for services and products are reviewed annually by the appropriate account manager and ITBO during the budget development cycle.

03.02 Each income-generating account must have an appropriate business plan by fiscal year that includes forecasted income, expenses, and contingencies.

03.03 Reserves should be available for expenses a minimum of one fiscal year.

03.04 The director for ITBO/Finance must approve any changes to service rates.

03.05 The vice president for IT is the final approval authority for all rate adjustments within the IT Division.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Director of Information Technology March 1 EY

Business Operations/Finance

Associate Vice President, March 1 EY

Information Technology Assistance

Center

Associate Vice President, March 1 EY

Technology Resources

Vice President for Information March 1 EY

Technology

**05. CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individuals in their official capacities and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Director of Information Technology Business Operations/Finance; senior reviewer of this PPS

Vice President for Information Technology