

2003 FINANCIAL RESPONSIBILITIES FOR SALES AND SERVICE ACTIVITIES

Effective: December 1986

Revised:

Last Reviewed: April 2016

Responsible Office: Comptroller

Approval: Comptroller

PURPOSE

Effective financial management of sales and service activities requires adherence to all University Financial Policies. These include but are not limited to Inventories, Extension of Credit to Outside Third Parties for Sales and Services, Collection, Reporting and Payment for Pennsylvania Sales and Use Tax, Sales and Service Activities, and Internal Control Policies.

POLICY

1. Proper financial management of sales and service activities is the responsibility of the school/department's dean or director.
2. The responsible dean or director must ensure that the approved purpose for which the sales or service activity was organized is maintained. Any significant deviation from the original purpose must be approved by the Senior Planning Group.
3. Separate accounting records must be maintained for each unique sales and service activity.
4. Deans and directors of responsibility centers are required to report annually to the Office of the Comptroller the nature of any sales and service activity so that a proper determination of UBTI exposure can be performed.