



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.05, **Grant, Award, and Contract Billings**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish guidelines for revenue billings on grants, awards, and contracts.

REVIEW: This HSC OP will be reviewed on April 1 of each year (EY) by the Director of Accounting Services, with the recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by April 15.

POLICY/PROCEDURE:

1. **Billing.** Departments are generally responsible for completing revenue billings for grants, awards, and contracts on their funds. Billings should be entered into the online Contracting Accounts Receivable system located at <https://www.fiscal.ttuhscc.edu/contracting>. Each department is responsible for maintaining the original source documents that support each billing prepared by the department.

An exception to this rule is made for federal pass-through cost reimbursement grants, for which Accounting Services will perform billing. Additionally, reimbursements of expenditures for federal grants with letter-of-credit authority are drawn by Accounting Services and do not require departmental billing.

2. **Collections.** Departments are responsible for ensuring that revenue billed or revenue expected to be deposited into their grant, award, and contract funds is collected. Departments must monitor their revenue realized and accounts receivable for timely and accurate transactions. The Contracting Accounts Receivable website located at <https://www.fiscal.ttuhscc.edu/contracting> contains reports designed to assist departments with the management of contract revenue. Any questions or problems should be communicated to Accounting Services.
3. **Identification and Tracking.** Departments can track contract billing and receipts by utilizing the online Contracting Accounts Receivable system located at <https://www.fiscal.ttuhscc.edu/contracting> and the online Cash Receipts system located at <https://www.fiscal.ttuhscc.edu/cashreceipts>. Each website contains a "Reports" link to reports and online search tools designed to assist departments with the management of contract revenue. Refer to HSC OP 50.26 for specific instructions on depositing cash receipts.
4. **Timely Accruals of Accounts Receivable.** Accounting Services does not currently require intra-year accruals, but does require that revenue and related receivables be accrued at year-end. Receipts that will be collected and deposited after August 31 for goods or services provided prior to August 31 must be accrued. Refer to HSC OP 50.30 for applicable year-end processes and associated deadlines.
5. **Sponsored Programs Accounts.** Refer to the Grants and Contracts OP Section 65 for detailed policies regarding all Sponsored Programs funds.