



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.05, Grant, Award, and Contract Billings

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish guidelines for revenue billings on grants, awards, and contracts.

REVIEW: This HSCEP OP will be reviewed April 1 of every year by the director of Accounting Services, with the recommendations for revisions submitted to the chief financial officer by April 15.

POLICY/PROCEDURE:

- I. **Billing.** Departments are generally responsible for completing revenue billings for grants, awards, and contracts on their funds. Billings should be entered into the online Contract Accounts Receivable system located at <https://busaff.elpaso.ttuhscc.edu/ARSystem>. 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, State cost reimbursement grants including CPRIT (Cancer Prevention and Research Institute of Texas) grants, local cost reimbursement grants, and private cost reimbursement grants, for which Contracts and Grants Accounting (CGA) will perform billing. Additionally, reimbursements of expenditures for federal grants with letter-of-credit authority are drawn by CGA and do not require departmental billing.

- II. **Collections and Monitoring.** 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 Contract Accounts Receivable website located at <https://busaff.elpaso.ttuhscc.edu/ARSystem> contains data designed to assist departments with the management of contract revenue. Any questions or problems should be communicated to Accounting Services.
- III. **Identification and Tracking.** Departments can track contract billing and receipts by utilizing the online Contract Accounts Receivable system located at <https://busaff.elpaso.ttuhscc.edu/ARSystem> and the online Cash Receipts system located at <https://busaff.elpaso.ttuhscc.edu/CashReceiptSystem>. The Cash Receipts website contains a "Reports" link to reports and online search tools designed to assist departments with the management of cash receipts. Refer to HSCEP OP 50.26 for specific instructions on depositing cash receipts.
- IV. **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 HSCEP OP 50.30 for applicable year-end processes and associated deadlines.
- V. **Sponsored Programs Accounts.** Refer to the CGA HSCEP OPs section 65 for detailed policies regarding sponsored programs funds.