

### Year-End Deadlines

**March 31, 2018** is the deadline to submit large purchase requisitions and tech purchases for the year.

### Approved Rates and Charges

All revenue collected by departments, whether charged to a student, another department, or an outside individual or entity, must be approved by a Vice Chancellor/Dean prior to collection. For DASA, this approval authority is delegated to DASA cabinet members. This process excludes auxiliary rates/fees and miscellaneous fees that must be approved by the Chancellor/Board of Governors.

A rate or charge may include conference registration, tickets for an event, trip fees, material or supply fees, uniform charges, advertising and other miscellaneous charges.

Departments are required to complete an Approved Rate & Charge Request form prior to collecting the funds. It is acceptable to request a range for the amount as long as the range is reasonable. Please work with Joanie Aitken on any questions related to revenue collections. Approved rates and charges are reviewed and certified annually.

The process is outlined on the DASA Financial Services website:

*[finance.dasa.ncsu.edu/request-a-new-ratefee-or-request-a-change-to-an-existing-ratefee/](http://finance.dasa.ncsu.edu/request-a-new-ratefee-or-request-a-change-to-an-existing-ratefee/)*

Considerations when collecting revenue:

- Lead time for review, approval
- New project (trust fund) requests require university review (Office of Cost Analysis)
- The Umstead Act (General Counsel)
- Cash management guidelines (University Controller's Office)
- PCI Data Security Standards for credit card collections (University Controller's Office)
- Sales tax collections (University Controller's Office)
- Technical / system / e-commerce needs and requirements
- Impact on student / financial aid
- Effort involved in collections / cost-benefit analysis

### Review of DASA Finance Updates – Fall 2017

9/20/17: Food Purchases – overview of food purchase guidelines.

9/20/17: Marketplace – shop the Marketplace first initiative.

10/18/17: Purchase Card – shared responsibilities and guidelines.

11/15/17: Business Services – overview of shared responsibilities.