

- University Finance Leads

University Finance

Intra-University Activity – Policy and Procedure

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1. Policy Statement

This document defines the policies and procedures that ensure all intra-university activity recorded in the general ledger adheres to Generally Accepted Accounting Principles (GAAP). Intra-university activity must not increase income or expenses on a consolidated level and must eliminate on a consolidated level. This policy establishes a uniform procedure for processing such transactions to ensure consistent treatment.

2. Scope

This policy applies to all personnel in the initiation, processing and authorization of Vanderbilt University general ledger transactions involving intra-university transactions and allocations.

3. Definitions

Intra-University Activity – Activity recorded in the general ledger representing transactions or allocations between Vanderbilt units (i.e. no external vendor). Examples include, but are not limited to:

- I. Printing services charges a department for a printing job
- II. Plant operations charges departments for repairs and maintenance
- III. Dining/catering charges departments for meals provided

Intra-University Accounts – Accounts designated in the chart of accounts for intra-university transactions and allocations. These are in the account range of 80000 – 82899.

****Note:** Activity recorded in the general ledger representing income received from external sources and expenses paid to external vendors shall only be recorded in external revenue and expense accounts:

- I. External Revenue – Income received from external sources recorded in account range 34000-34689 and 40000-46999. Examples include, but are not limited to:
 - a. Tuition and fee revenue from students
 - b. Grant and contract revenue from governmental and private agencies
 - c. Ticket revenue from athletic events
- II. External Expense – Expenses incurred to external vendors recorded in account range 50000-79999. Examples include, but are not limited to:

- a. Electric paid to NES
- b. Printing job paid to FedEx
- c. Long distance phone call usage paid to AT&T
- d. Software purchased from Microsoft
- e. Dining purchases supplies for catering services from Liberty Party Rental

4. Policy

- I. Intra-university accounts must only be used to record activity between Vanderbilt units.
- II. Activity between Vanderbilt and an external party must never be recorded in an intra-university account; likewise, intra-university transactions and allocations must never be recorded in external revenue and external expense accounts.
- III. The same account should be used on the debit and credit side of all intra-university journal entries.
- IV. No journal entry should be processed with an intra-university account on one side and an external revenue or external expense account on the other side.
- V. For the procedure regarding the creation, processing, approval, and recording of intra-university transactions and allocation journal entries, see the *Journal Entry Policy & Procedure*.

Appendix A: Intra-University Account Matrix

Transaction Type	Account	Account Name	Account Description
Conference Fees	82610	INTRA-UNIV CONFERENCES	Used to record intra-university activity related to conferences
Co-Sponsorships	82612	INTRA-UNV CO-SPONSOR	Used to record intra-university activity related to co-sponsoring a program or event.
Space/Facilities Rental & Storage Fees	82547	INTRA-UNIV FAC/RENTS	Used to record intra-university activity related to the rental of space and facilities. This includes any intra-university facilities space such as rooms for meetings, rooms for storage, office space, parking garages.
Equipment Rental Fees	82549	INTRA-UNV EQUIP RENT	Used to record intra-university activity for rental of equipment.
Printing / Campus Copy	81245	INTRA-UNV PRINT/COPY	Used to record intra-university activity related to printing and copy charges (i.e. campus copy, photocopying, printers leased through SmartPrint program)
Medical Forms	82601	INTRA-UNV MED FORMS	Used to record intra-university activity related to medical forms printing.
Housekeeping	80220	INTRA-UNV HOUSEKPING	Used to record intra-university activity for housekeeping/cleanup of space.
Catering	82700	INTRA-UNV CATERING	Used to record intra-university activity for catering services.
Dining	82701	INTRA-UNV DINING	Used to record intra-university activity for dining services
Meal Plans	82703	INTRA-UNV MEAL PLN	Used to record intra-university activity related to meal plans.
Mailing Services	81700	INTRA-UNV MAIL SVCS	Used to record intra-university activity related to postage, shipping, or other mail services.
Point of Sale Overhead	82559	INTRA-UNV POS CARD	Used to record intra-university activity related to point-of-sale card reader fees.
Access Overhead	82602	INTRA-UNV ACCESS CRD	Used to record intra-university activity related to access card reader fees.
Program Administration	81238	INTRA-UNV PRGRM COST	Examples include, but are not limited to lease administration performed by VURE, card administration services (e.g., additions/maintenance/reporting services for weekly Commodore Card funding for scholarship athletes), department/vendor card production, postage meter calibration, HR assistance with paperwork for international employees, use of VUPD for event coverage.
Miscellaneous	81210	INTRA-UNV MISC	Used to record intra-university activity from miscellaneous transactions that can not be determined to fall under a more specific account.
Repairs & Maintenance performed by Plant Operations	81100	INTRA-UNV REPAIR/MNT	Used to record intra-university activity related to repairs and maintenance materials and labor performed by Plant Operations. This account should only be used for work performed internally, by Vanderbilt Plant Operations, not an external vendor.
Service center credits	80445	INTRA-UNV SRVC CNTR	Used to record intra-university activity related to the University Central service center.
Waste Disposal/Trash Pick-Up/Recycling	82722	INTRA-UNV WASTE DISP	Used to record intra-university activity related to waste disposal, trash removal, recycling.
Administrative Support	81220	INTRA-UNV ADMIN SUPP	Used to record intra-university activity related to administrative support functions.
Vanderbilt Temporary Services-Temporary Employees	81202	INTRA-UNV VAND TEMPS	Used to record intra-university activity related to the surcharge from HR for temporary employees working through Vanderbilt Temporary Services (VTS).
Employee Training (Internal only)	81203	INTRA-UNV EMPL TRAIN	Used to record intra-university activity related to training provided to employees by internal sources only.
Parking	82541	INTRA-UNIV PARKING	Used to record intra-university activity for parking.
Library Fees	81520	INTRA-UNV LIBRY FEES	Used to record intra-university activity for library fees.
Transinstitutional Support	81080	INTRA-UNV TI SUPPORT	Used to record intra-university activity for support for Trans-Institutional Initiatives.