

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-2006 Central Billing

This regulation documents and describes a billing mechanism through which an NCF department or division may sell services or supplies to another department or division. Through this mechanism, the buying department or division is charged and the selling department or division is credited as either revenue (if the selling department is an auxiliary enterprise) or as a reduction of expenditure (if it is a department or division operating in the General Revenue/E&G funds and simply transferring the cost of the service or supply to another department.) The Interdepartmental Expense Reclass/Refund Request is used to accomplish this transaction. Once this form is completed it is sent to the Controller's Office for processing.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 2-004; Revised and renumbered 09-11-10; Revised 11-06-10, 03-10-17 (technical amendment)