



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: General

Fee Structure for Facilities Services: Auxiliaries

MAPP 04.01.05 as well as
explains the Fee Structure
(TSU
Adm

III. this enterprise Texas
Administrative Code Title 19 § 13.1, 13.142) As self-supporting units, auxiliaries cover costs for
labor, materials, supplies, service contracts, and other goods and services provided by or
coordinated through Facilities Management.

B. Documentation. Work performed by or coordinated through Facilities Management as well as

- G. **Payment Methods.** Auxiliaries pay for facilities work through direct charges, chargebacks, or a combination of these methods. The method chosen depends on the type of work (routine, unplanned, etc.), the availability of funds in auxiliary and Facilities Management accounts, prior payment arrangements agreed to by auxiliaries and Facilities Management, and other factors through which the University can maintain its facilities in the most efficient and cost effective way possible.
1. **Direct Charges.** An auxiliary can pay for facilities work by having this work charged directly to one of its index (account) numbers. Both labor and materials can be charged. Direct charges are processed through LU's Office of Financial Services.
 2. **Chargebacks.** An auxiliary can pay for facilities work through chargebacks, a process whereby Facilities Management provides or pays for facilities work (e.g., labor, materials, etc.) and is