



UNIVERSITY POLICY

SUBJECT:	FINANCIAL AFFAIRS	TITLE:	UNIVERSITY SERVICES TO OTHERS		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Senior Vice President for Finance		Responsible Office:	Finance	
CODING:	00-01-50-30:00	ADOPTED:	07/01/87	AMENDED:	08/23/10
				LAST REVIEWED: 08/23/10	

I. PURPOSE

To establish the appropriate arrangements and mechanisms for making University services, other than specific personnel, available to interested parties.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Finance, the Vice President for Finance and Treasurer is accountable for ensuring compliance with and implementing this policy.

III. POLICY

The University recognizes that its facilities, faculty, and staff comprise a unique resource of both an educational and service nature, and often such facilities, faculty and staff are called upon to provide specific services to public and private institutions, agencies and other facilities throughout the State of New Jersey.

- A. University staff may enter into arrangements to provide services to outside institutions, agencies and other facilities subject to prior approval of such arrangements by the appropriate Department Chairman, and the Dean or the President/CEO. In addition, the Dean shall be responsible for determining that the faculty and/or staff members involved will continue to discharge their other responsibilities to the University as a first priority. In all instances, contracts or agreements shall be between UMDNJ and the outside facility rather than with a specific staff member, department or school.
- B. The Dean or the President/CEO of the unit involved or, in the case of a University-wide program, the Senior Vice President for Finance shall be responsible for approving any financial arrangements for services, including the calculation of any fees and the allocation of charges to the contract.
 - 1. Any net income from such services (revenue less allocated charges) will become a part of the general services income of the involved unit of UMDNJ.
 - 2. The financial arrangements will be reviewed by the unit's Chief Financial Officer before final approval by the Dean, and by the Office of the Vice President for Finance and Treasurer, before approval by the Senior Vice President for Finance.
 - 3. The appropriate Dean and Department Chairman, the President/CEO or, in the case of University-wide program, the Senior Vice President for Finance shall be responsible for

assuring that the legal liability of the University is protected and that the arrangement comply with the University's fair market value procedures. In those instances where there is a requirement for medical and/or other professional follow upon to the performed procedures, tests and/or services, the Senior Vice President for Finance or the Dean and the Department Chairman or the President/CEO shall make arrangements to satisfy such requirements and protect the legal interests of the University.

4. All such arrangements must be reduced to a written contract or purchase order form submitted by the receiver of services. In case of urgency, a letter of intent should be signed with a formal contract to follow. Specific contracts should be submitted to the Office of Legal Management for legal review.
5. Nothing in the above stated policy shall be considered to the contrary to the University policy, Outside Employment, 00-01-30-10:00.

By Direction of the President:

Signature on file

Senior Vice President for Finance