UCLA Procedure 340.1: Establishing and Updating Sales and Service Activities and Service Enterprises

Issuing Officer: Associate Vice Chancellor, Office of Academic Planning & Budget
Responsible Dept: Academic Planning and Budget
Effective Date: May 28, 2013

I. REFERENCES
II. PURPOSE
III. STATEMENT
IV. PROCEDURES

I. REFERENCES
1. UCLA Policy 340, Sales and Service Activities;
2. Office of Management and Budget (OMB) Circulars: A-21, Cost Principles for Educational Institutions; A-110, Uniform Administrative Requirements;
4. UC Regulation No. 4.

II. PURPOSE
The purpose of this procedure is to provide guidance for submitting an application for a new or existing Sales and Service Fund. In addition, this procedure outlines the appropriate use of the Short Form Services Agreement template.

III. STATEMENT
In order to establish a new or update an existing Sales and Service fund, a unit should submit a completed fund application/revision form (Application) to the Director within Academic Planning and Budget (APB) [Director APB/POSSSE] responsible to support the Policy Committee on Sales and Service Activities and Service Enterprises (POSSSE).

Requests can be submitted throughout the year and must have the appropriate Dean or Vice Chancellor approval. The requisite forms and instructions are available at http://www.apb.ucla.edu/ss.html. The Office of Academic Planning and Budget’s website also has a list of contacts: http://www.apb.ucla.edu/contact.html. You should contact the Director APB/POSSSE if you have any questions regarding the establishment or revision of a potential Sales & Service activity. For assistance in completing the forms you should contact the APB Analyst with responsibility for Sales & Service funds.

Time Frame
Generally, the amount of time needed to process a Sales & Service fund Application varies with the complexity of the Application and completeness of the Application and varies between two weeks and six months from the date of receipt. A unit submitting a complex activity that requires review by several offices should expect the review process to take approximately six months.
Sales and Service Agreements

Sales and Service activities may be documented in a written agreement once the budget and rate proposal has been approved by APB. To facilitate this, the Short Form Services Agreement template can be used to document the approved rates and quantities underlying the transaction.

It is recognized that some activities (for instance, one-time activities and conference activities) do not lend themselves to the establishment of such agreements.

Agreements are to be signed only by those individuals at UCLA having delegated authority to sign on behalf of the UC Regents.

Short Form Services Agreement Template

The Short Form Services Agreement template is available to document the sale of standardized products and services to outside organizations at uniform, per-unit, pre-established rates that have been pre-approved by the Chair of POSSSE. See the Sales and Service website www.apb.ucla.edu/ss.html to download the Short Form Services Agreement template.

This standardized agreement template has been approved for use by Campus Counsel. It can be used to document sales and services provided to external entities only but cannot be used to document transactions internal to UCLA. Modifications of any kind to the template will result in the agreement no longer being considered a Short Form Services Agreement. Misuse of the Short Form Services Agreement may have serious legal consequences. Any external agreement with a document format that does not follow the guidelines of a Short Form Services Agreement must be reviewed by Campus Counsel. If you have any questions or concerns about the use of this template, please contact the Director APB/POSSSE.

The Short Form Services Agreement template **cannot** be used for the following:

1. Tasks of a purely commercial character (see UC Regulation No. 4);
2. Research, including data analysis and interpretation of results;
3. Teaching;
4. Nuclear or clinical diagnostic of treatment applications; or
5. Expert testimony.

IV. PROCEDURES

Following are procedures for submitting an Application, its review, and approval or rejection, and how to document approved Sales and Service Activities.

A. Preliminary Application Submission and Review

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<td>Department/Unit Requesting Fund or Revision (Department/Unit)</td>
<td>Prepares a Fund Application/Revision with all appropriate signatures and submits to the Director APB/POSSSE.</td>
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<td>POSSSE Staff</td>
<td>Performs a cursory review of the Application and will send to the originating department/unit either an acknowledgement that the Application has been received, or that deficiencies were noted in the submission that need to be rectified before the item can be reviewed further.</td>
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<td>Within two weeks of receipt, screens each Application (either new or revised) for accuracy, completeness, and consistency and will begin working with the originating department/unit to rectify any deficiencies in the Application.</td>
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RESPONSIBILITY | ACTION
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**Director APB/POSSSE** | Within 6 months from the original submission, rejects any incomplete or deficient Application. A status e-mail will be sent one month prior to the Application being removed from the queue. An extension may be granted by the Director APB/POSSSE if sufficient progress has been demonstrated by the originating department/unit.

**B. Approval Process**

RESPONSIBILITY | ACTION
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**POSSSE Staff** | When an Application for a *new* sales fund has been approved, returns a signed copy to each official who signed off under Approvals and keeps a signed copy on file at APB. Forwards the signed original to Corporate Accounting as the office of record. Forwards a copy of the approval letter to the Chancellor’s Communication Service.

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<td>When an Application for a <em>revised</em> sales fund has been approved, returns a signed copy to each official who signed off under Approvals and keeps a signed copy on file at APB. Forwards the signed original to Corporate Accounting as the office of record.</td>
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**Corporate Accounting** | Establishes the permanent budget for the newly-approved sales and service activity and notifies the originating unit of the fund number and account(s) assigned for the activity.

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<td>For an approved revision to an existing fund, processes appropriate budget adjustments on behalf of the requesting department/unit.</td>
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**Issuing Officer**

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**Glyn Davies**  
Associate Vice Chancellor, Office of Academic Planning & Budget

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Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.