The Administrative Fee is an internal fee that allocates shared administrative support costs accumulated in the state general fund to self-support units benefiting from these services. Administrative support costs are allocated using a methodology that approximates the units' proportional benefit. Exceptions to this policy include:

1) Fees where the institution is bound by agreement to collect a fee and use the funds for a specific purpose;

2) Funds that are restricted by an outside funding agency;

3) Funds that have already been assessed an overhead fee;

4) Internal Service funds that pass-through expenses;

5) Non-university funds.

The Administrative Fee is an internal fee of 3% assessed to gross revenue from selected self-support units and/or fees within the university. Exceptions to this policy include:

(1) "Pass-through" dollars, where funds are collected by CWU units but some or all are obligated to another agency or are otherwise restricted, shall not be assessed. Examples:

(A) Tuitions and Fees - where the institution is bound by agreement to collect tuition and/or fees and forward these funds to an outside entity.

(B) Project Management Funds - services contracted internally by facilities management departments using state project management funds.

[PAC: 09/03/08]

[Responsibility: ___________________; Authority: ___________________; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President]