

Internal Administrative Fee

University Operations – Financial Activity

CWU Policy 202-18

Effective: December 27, 2022

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Finance and Business Auxiliaries

Policy Statement:

Applicability:

Content:

Policy

- (1) 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:
- A. Fees where the institution is bound by agreement to collect a fee and use the funds for a specific purpose;
 - B. Funds that are restricted by an outside funding agency;
 - C. Funds that have already been assessed an overhead fee;
 - D. Internal Service funds that pass through expenses;
 - E. Non-university funds.

History:

PAC: 09/03/08; Responsibility: Finance and Administration; Reviewed/Endorsed by: Cabinet/UPAC: 02/20/2013; Review/Effective Date: 02/20/2013; 12/27/2022; Approved by: A. James Wohlpart, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-10-090, June 2025