FISCAL MEMORANDUM 00-04

TO: Administration
Information and Technology Exchange Center
Divisions/Centers

SUBJECT: Financial Management of Service Centers Guidelines

The Texas Transportation Institute’s guidelines regarding the Financial Management of Service Centers are attached. These guidelines provide the procedures for the establishment, costing, pricing, and review of all service centers within the Institute. Excel spreadsheets, included as Attachments A-E, are to be used when establishing a new service center or when performing the annual review of current centers.

Please note that there are no changes in the service center operations. (These activities will continue to operate as they have for the past several years.) The guidelines were written to comply with TAMU System Regulation 21.01.05, Service Departments, which states that each TAMUS part must have written procedures for service center management.

TTI service center activities include services provided within the following general ledger accounts:

- 027010 - Motor Vehicles
- 027040 - Supplies and Services
- 027020 - TTI Computer Operations
- 027030 - Research Equipment and Testing Facilities
- 027050 - Video Operations
- 027060 - Proving Grounds Research Program

If you have any questions, please contact Ms. Anna Jo Mitchell at 845-9854.

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