

# Centralized Billing to Off-campus Organizations

Contracts and Other Obligations Owed to SOU  
by Outside Organizations

# Centralized Banner Billing – What is it?

- Comprehensive billing alternative
- Less confusion for outside organizations
- Statements are “user-friendly”
- Greater billing efficiency
- Simplifies deposit process
- Optimizes revenue and receivables recognition
- Campus department control

# Agreement



## FACILITIES USE AGREEMENT

ATHLETIC Department  
Ashland, Oregon, 97520  
541-552-6772  
Fax 541-552-6543

### PART I: CONTACT INFORMATION

Name of Organization \_\_\_\_\_  
Authorized Representative \_\_\_\_\_  
Title \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

### PART II: EVENT INFORMATION

Name of Event \_\_\_\_\_  
Dates \_\_\_\_\_ Anticipated Number in Attendance \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Set-up Time \_\_\_\_\_ Tear-Down Time \_\_\_\_\_  
Is there an admission fee? ☐ Yes (provide fee schedule) ☐ No  
Is the event open to the public? ☐ Yes ☐ No  
Will food be provided as part of this event? ☐ Yes ☐ No  
Location of Event \_\_\_\_\_

### PART III: SET UP

Specify equipment that is needed : \_\_\_\_\_  
\_\_\_\_\_

### PART IV/TERMS

#### Insurance

Off-campus users must attach a certificate of insurance. The standard liability insurance amount is \$1,000,000. SOU's Risk Management Office may alter the amount of insurance required based on the potential risk of the event.

#### Terms

This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by all parties. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement. Parties, by the signature below of their authorized representatives, hereby acknowledge that each has read this agreement and agrees to be bound by its terms and conditions. This agreement supercedes any previous agreement between SOU and the user.

#### Obligations of the University

##### Obligations of the Lessee

LESSEE will receive and care for all buildings and furnishings herein stated and will return to the UNIVERSITY such facilities in good condition with no more than reasonable wear to be expected to take place while in normal use during the a performance. LESSEE shall be responsible for general cleaning after each rental.

In addition, LESSEE shall:

- Reimburse the UNIVERSITY for any damage to building and equipment committed by participants, staff, volunteers or others in McNeal Pavilion.
- Reimburse the UNIVERSITY for the LESSEE portion of LESSEE charges for any repairs not considered routine maintenance and deemed necessary by the UNIVERSITY to meet OUS standards, State laws and OSHA requirements.
- Identify a single point-of-contact who will work on event-specific logistics with the building manager.

#### Rental

The total rental price for the use of the above facilities for the term of this agreement, with Conditions herein stated, shall be \_\_\_\_\_.

### PART V: SIGNATURES

#### Lessee Signature

I, as the authorized representative of the requesting organization (LESSEE), have read, understand and agree to abide by the terms and conditions in the SOU Facilities Use Policy and Facilities Use Agreement. I understand that I may not assign or in any way transfer rights under this Agreement to any other party.

\_\_\_\_\_  
Signature Date

University Signatures I approve this request.

\_\_\_\_\_  
Athletic Dept. Scheduling Manager Date

\_\_\_\_\_  
SOU Vice President of Finance and Administration (or designee) Date

Original copy to be sent to the SOU Contracts Office, Churchill 170. Copies must be sent to:

- ☐ Facilities
- ☐ Campus Public Safety
- ☐ Business Services

# Sample Listing of Off-campus Organization Accounts

[illegible]

# Sample of Banner Detail Codes used to Place Charges on Accounts

Oracle Developer Forms Runtime - Web: Open > TSAETC

File Edit Options Block Item Record Query Tools Help

GL BANNER Interface TSAETC 7.2 (SOUPRD)

Detail Code: C280 PCS Work Order#  
Effective Date: 28-DEC-2005 Next Change Date:  
Total Percent: 100  
☐ Term-based

General Ledger Interface to BANNER Finance

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Designator:											
Percent:											
Account A:	F		090015		A3001				8CA1	8CA2	8CA3
Account B:	F	DUPAPR	090015	455200	06942	99161			8CB1	8CB2	8CB3

  

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Designator:											
Percent:											
Account A:											
Account B:											

  

	COA	Account Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
Designator:											
Percent:											
Account A:											
Account B:											

Record: 2/2 | ... | <OSC> 1/30

# le of an Outside Organization Online Banner Account

**Oracle Developer Forms Runtime - Web: Open > TSAAREV**

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student TSAAREV 7.0 (SOUPRD)

---

ID: C00010068 Ashland Food Co-Op Credit Limit:

Rev Chg: Cross Enrl: User: LARVICKS Holds:

---

**Account Details**

Detail Code ▼	Description	Term ▼	Charge	Payment	Balance	Source Code ▼	Effective Date 📅
MAIL	Mail In Pymt	200502		200.00	.00	T	22-FEB-2006
C305	RVTV Bonneville 30 sec PSA	200502	200.00		.00	T	31-JAN-2006

---

Query Balance	Account Balance	Min Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
.00	.00	.00	.00	.00	0	N

Charge or payment detail code; press LIST for valid values.

Record: 1/2 | ... | <OSC>

1/30

# Sample Billing



PAGE 1  
375108

University of the Pacific  
3601 PACIFIC AVE  
STOCKTON, CA 95211

C00010408  
09-MAY-2012

AMOUNT PAID: \$ \_\_\_\_\_

ITEM DATE	DESCRIPTION	CHARGES	CREDITS
* PREVIOUS BILLED BALANCE *		1,330.00	
- CURRENT CHARGES -			
19-APR-12	Dorm Rooms Rental	1,460.00	
19-APR-12	Parking Permits	203.00	
24-APR-12	Lost Room Key - Cox 220	60.00	
* TOTAL CHARGES *		1,723.00	
- CURRENT CREDITS -			
18-NOV-11	Visa/Master Card		1,330.00
19-APR-12	Visa/Master Card		1,663.00
* TOTAL CREDITS *			2,993.00

## \*\*\* SUMMARY OF ACCOUNT \*\*\*

Previously Billed	1,330.00	Past Due:	.00
Total Charges	1,723.00	Future Due	.00
Total Credits	2,993.00	Minimum Due	60.00
Total Due:	60.00	Due By	09-JUN-2012





# Department Contacts

- To create a C-Account #, SOU Departments should contact:  
SuAnne Cleveland, Business Services: [clevelas@sou.edu](mailto:clevelas@sou.edu)
  - ❖ The email needs to contain the information for the name, contact person name, address and phone numbers.
  - ❖ After creation of the account, the department will receive an email containing the C Acct. # to apply their charges for services rendered.
- Departments would be responsible to keep records of the detail of the charges, but payments can be reviewed by SuAnne Cleveland 552-6730.
- Creating new Banner “charge” Detail Codes:  
Accounting Manager, Patti Eliot [eliotp@sou.edu](mailto:eliotp@sou.edu) 552-6065
- Reviewing Payment History:  
Deborah Michaels, [michaeld@sou.edu](mailto:michaeld@sou.edu), 552-6590



# Contacts



For additional Information contact:

- ▶ Associate Director, Business Services  
<https://inside.sou.edu/bus-serv/staff.html>  
552-8536  
or
- ▶ Director of Business Services  
<https://inside.sou.edu/bus-serv/staff.html>  
552-6594