



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Office of Financial Management/Chargeback Operations	
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CHARGEBACK OPERATIONS

Chargeback Operations are established in order to provide convenient goods and services in a centralized and efficient manner to the campus community. In turn, departments reimburse the Chargeback Operations for merchandise costs, and the costs of labor for completing each order. Chargeback Operations encourage better management of budgeted resources by requiring those who order services or commodities to be responsible for controlling costs. Chargeback units operate under the following principles:

- Self-supporting
- Prices set to recover costs.
- Chargeback revenues are not reallocated for other purposes.
- To meet legitimate needs of the campus for appropriate policy reasons.

Several Divisions provide Chargeback Services (with corresponding unique CMS PeopleSoft Fund Code) to the campus:

Financial Management:

- Departmental Copier Program (CBCxx)
- University Print Shop (CBBxx)
- Mail Services (CBHxx)

Physical Planning and Facilities Management:

- Facilities Management (CBDxx)
- Utilities (CBFxx)
- Physical Planning (CBIxx)
- Construction Management (CBJxx)
- University Police (CBKxx)

Information Management & Analysis:

- ITS Labels (CBExx)
- Telecommunications (CBGxx)

If billing issues are encountered during the departmental review of monthly financial reports, the following individuals may be contacted:

Chargeback Managers:

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| • Departmental Copier Program | Susan Ransom | Ext. 55329 |
| • Facilities Management | Marlys Sams | Ext. 58247 |
| • ITS Labels | Lynne Lawhon | Ext. 55459 |
| • Postage | Mitra Nejat | Ext. 54828 |
| • Telecommunications | Bryon Jackson | Ext. 58191 |
| • Utilities | Tim Ball | Ext. 54871 |
| • University Print Shop | Eric Strauss | Ext. 54501 |



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The following are the most commonly used CMS Account codes for campus Charge back Operations:

- 604xxx Telecommunications
- 660800 User Postage
- 660929 C/B Work Orders (Remodeling and Services beyond normal maintenance provided by Plant Operations)
- 660930 C/B Copier Program (Campus Copier/Reprographics Program auditor charges)
- 660931 C/B Print Shop (Printing and high volume xerographic service)
- 660932 C/B Motor Vehicles (Gasoline, vehicle repairs and pool vehicles provided by Plant Operations)
- 660934 C/B ITS Labels (Mailing labels provided by information Technology Services)

FORMS: NA