

July 1, 2003

## **CAMPUS ADMINISTRATORS**

RE: General Policy Statement on Institutional Support Services at Newly Leased Space

UCSF does not have sufficient resources to provide for net new institutional support costs at newly leased space and, given the circumstances of the State budget, will not acquire them for the foreseeable future. Therefore, until the budget climate sufficiently improves to allow for central funding of net new institutional support costs, departments acquiring newly leased space must pay for the full cost of institutional support services at their leased locations.

These services include, but are not limited to, support for information technology (e.g., network, internet, and telecommunication services and ITS help desk support); transportation (e.g., shuttle stops and parking); facilities (e.g., custodial and maintenance services, utilities, and refuse disposal); and security. Departments will also be responsible for paying for a courier service or other means to make sure documents are delivered to standard campus locations such as to the Contracts and Grants Office or the Accounting Office, as needed.

Expenses for all such services that are allowable under A-21 can be direct charged against grants and contracts, since leased space is generally assigned the off-campus Facilities and Administration rate. Non-research units would need to obtain funds from their respective control points for covering such expenses

The Campus Real Estate Services Office has the responsibility to formally advise departments of their obligations under this policy at such time that departments seek its services to help locate leased space and/or at such time that it negotiates with landlords for leased space.

This policy is effective July 1, 2003. If there are general questions regarding this policy, please send an email to either [budgetoffice@finance.ucsf.edu](mailto:budgetoffice@finance.ucsf.edu) or [emorales@realestate.ucsf.edu](mailto:emorales@realestate.ucsf.edu) .