

Kellogg Center Billings in EBS

Effective January 6, 2015, parking passes, Cowles House, and miscellaneous year end charges under \$500 for Kellogg Hotel and Conference Center services rendered will be processed via the Service Billing e-doc:

1. The Kellogg Center Accounting department will obtain billing documentation from the account Fiscal Officer (FO) or Other Fiscal Administrator (OA). The documentation will serve as departmental backup for the services rendered.
2. On the billing documentation, the FO/OA is to list the accounting string and keep a copy for department records.
3. The Kellogg Center will then process a Service Billing in the financial system and attach supporting documentation. The transaction will post directly (the Service Billing does not include account or other workflow).

Charges other than parking passes, Cowles House, miscellaneous year end, and all transactions \$500 and over will be processed via an Internal Billing e-doc (with supporting documentation attached) and routed for approval through system workflow to the Fiscal Officer(s) of all accounts charged.

Exception: Cowles House is excluded from \$500 limit. Charges will be put through using final contractual guarantee served on banquet event order.