



I. 6.1.14 Supplying and Billing for Products or Services Outside of UT Health San Antonio

Chapter 6 - Fiscal	Original Effective Date: July 2000
Section: 6.1 Accounting	Date Last Reviewed: May 2017
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2017

II. Purpose

To establish the requirements for supplying and billing product or services outside of UT Health San Antonio.

III. Scope

This policy applies to all who may provide or pay for products or services outside of UT Health San Antonio.

IV. Policy

Prior approval must be obtained from the Vice President and Chief Financial Officer before any product or service is supplied to parties outside of UT Health San Antonio (UTHSA) for which a charge will be made. Documentation of this approval must be kept on file in the department. A standard [UTHSA invoice](#) is required when billing outside parties unless approval is otherwise granted. If assistance is required to complete the invoice, contact the Office of Accounting.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date

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07/2000	Policy Origination	Executive Committee	07/2000
05/2017	Policy Review	Executive Committee	05/2017