

# UNIVERSITY OF PITTSBURGH PROCEDURE 04-01-08

**CATEGORY:** FACILITIES  
**SECTION:** Control and Assignment  
**SUBJECT:** University of Pittsburgh Applied Research Center (U-PARC)  
Facilities  
**EFFECTIVE DATE:** December 29, 1989  
**PAGE(S):** 3

## I. PURPOSE

To define the process for renting space at the University of Pittsburgh Applied Research Center (U-PARC), including requesting approval, negotiating rental contracts and/or service agreements, and payment of rental costs.

## II. SCOPE

This procedure applies to all programs, sponsored projects, department, and schools of the University of Pittsburgh.

## III. ADMINISTRATIVE RESPONSIBILITIES

The Provost, the Senior Vice President for the Health Sciences, or the Executive Vice President are responsible for approving requests for rental space and reviewing the continued use of the space on an annual basis.

Deans, directors, and department chairmen are responsible for 1) submitting adequate justification with requests for U-PARC rental space, and 2) funding or locating funding for rental costs.

The Pittsburgh Applied Research Center (PARC) is responsible for submitting the necessary documentation to the Comptroller's Office for charging rental and/or service costs to the appropriate program, department, or other University accounts.

## IV. PROCEDURE

### Requesting Rental of U-PARC Space

Dean, Director,  
Department Chairman

1. Determine the need for additional off- campus space.
2. Contact the Office of Space Management to develop a space analysis and determine space requirements.
3. Contact PARC to determine the availability and condition of the space at U-PARC, and the rental costs.
4. Prepare a written request for the Provost, the Senior Vice President for the Health Sciences, or the Executive Vice President which includes:
  - a. Projected cost of space rental, renovations, equipment, and staff
  - b. Sources of funding

- c. Explanation for using U-PARC space
- d. Time period of rental and justification if request exceeds three years
- e. Confirmation from PARC of availability of space and costs
- f. Space Management analysis of space requirements

Provost, Senior Vice  
President for the Health  
Sciences, or Executive  
Vice President

- 5. Review written request for U-PARC space.
- 6. Approve/disapprove the request.
- 7. Notify the requestor of the decision.
- 8. Notify the Comptroller's Office of any new space rental authorized to be charged to the general University account.

Dean, Director,  
Department Chairman

- 9. Negotiate the formal rental and/or service agreements with PARC.

PARC

- 10. Forward signed copies of the formal rental and/or service agreements to the Comptroller's Office:
  - a. General Accounting for charges to be paid through the general University account or other revenues
  - b. Research Accounting for charges to be paid by sponsored program funds

#### Processing Payment for Rental Costs

PARC

- 1. Prepare journal entries to debit appropriate accounts for rental and/or service costs and credit U- PARC account.

General Accounting/  
Research Accounting

- 2. Verify that the amounts and accounts charged on the journal entries conform to the contracted amounts and accounts on the signed agreements.
- 3. Process journal entries through the University financial system.

#### Reviewing Continued Use of U-PARC Space

Provost, Senior Vice  
President for the Health  
Sciences, or Executive  
Vice President

- 1. Conduct an annual review of the continued use

of the space.

2. Approve/disapprove any change in the initial intended use.
3. Approve/disapprove requests for extensions beyond three years.

## **V. REFERENCE**

[Policy 04-01-08, University of Pittsburgh Applied Research Center \(U-PARC\) Facilities](#)