

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Charles A. Maimone, Executive Vice Chancellor, Finance and Administration *Charles A. Maimone*

SUBJECT: Internal Service Billing Rate Changes

DATE: August 22, 2025

Thank you for your continued attention to university budget planning. Colleges and units must have accurate budget planning assumptions when developing five-year budget plans. To ensure a comprehensive understanding of any changes to internal service billing rates, the billing departments must request and receive approval through the University Strategic Budget Initiative (USBI) process, effective immediately.

Internal billing refers to sales and transactions in which a rate is established by one department and paid by another (via Interdepartmental Transfers or Sub-Unit Billings). Billing rate increase requests should be submitted for all five years of the current USBI cycle using the Internal Service Billing Rates template provided by the University Budget Office. All rate increases approved over the five-year planning period will be communicated to campus to assist with multi-year budget planning. Units will have the opportunity during each USBI cycle to request adjustments to the previously approved five-year plan for billing rates.

[Attached is a standardized template](#) for colleges and units to report current internal billing rates and propose rate increases as part of the FY26 USBI process. Completed templates must be submitted to the University Budget Office prior to your unit's USBI Budget Planning meeting.

Please contact Justin Fusco, Assistant Budget Director at jmfusco@ncsu.edu or Adam Brueggemann, University Budget Director at atbruegg@ncsu.edu if you have any questions.