

Project Billing Outline

1. An RTSS Service Request Form will be filled out at the onset of each new project. Once submitted, the PI will meet with RTSS Management to review the project and finalize the approval process. This process will include identifying and approving a funding source and funding end date for the project. If there is no funding source available from the PI, the project will be reviewed, case-by-case, with TXCH management or appropriate section management to obtain a funding source to cover the requested services from RTSS.
2. You will no longer need to get PO numbers for RTSS invoices; instead, we will be asking you to send RTSS either a TCH Cost Center number, Baylor WBS number, or Baylor Cost Center number for payment purposes. This will be a requirement before services can be rendered at RTSS.
3. If a particular study of yours is covered under CRO (Clinical Research) or RRO, those business offices will be providing the appropriate funding numbers.
4. We will keep the funding number on record but will always send you an Excel spreadsheet of services to approve and check with you that the WBS or other number is still appropriate.
5. We will need a funding number for each different account/study you may want to use for dry ice use or other services RTSS offers. I will need to receive that number before services can be rendered.
6. Invoices will be generated and sent to the PI and to the appropriate section managers.
7. When a customer comes in to RTSS to request approved rent-a-bench services or dry ice, they must sign into REDCaP on a RTSS computer for the service being requested and choose the correct RTSS-approved project for billing. There will be a drop down with each investigator's projects listed to facilitate this.

Educating PI's staff on their approved projects will be the responsibility of the investigator.

IMPORTANT: Before using RTSS equipment, a customer must have been trained by RTSS.
