

ChemIT's billing to faculty

Information about ChemIT's monthly invoicing to faculty.

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What is the ChemIT invoice (bill), and who provides oversight on rates and process?

Under the direction of the faculty-led **Chemistry Computing Committee**, ChemIT bills each faculty member's group monthly for about 1/4 of ChemIT's total expenses.

Charges in the invoices are based on an algorithm provided by the Chemistry Computing Committee:

Charge/ FY	Charge (\$)	Charge (\$)	Charge (\$)
	FY 2013-2013	Oct?-June 2015	When, if ever?
Group, per	50.00	55	55
Staff member, per	8.39	10	10
Group computer, per	2.98	3	5

Source for the counts for each group:

- Staff members for groups are derived from HR and Grad data.
- Computer counts are based on ChemIT's inventory data, usually confirmed through the CCB IT Rep. for each group.

What is the billing process?

ChemIT repeats each month's billing, with no changes.

- This avoids the extra work of requiring each group to update their data monthly.

When there are significant changes (account numbers, "true-up" months), ChemIT communicates these changes to the affected research groups.

If your group has experienced a significant change you want reflected in the forthcoming monthly invoices, notify the Chair of the Chemistry Computing Committee to vet your request. Thank you.

August 2014

- ChemIT provides each group with a list of staff and computer counts, for confirmation and corrections.
- Using the confirmed numbers, ChemIT to use them for the July 2014 bill, onwards for the year.

What if something changes in my bill- how will I know?

For most months, there are no changes in each bill.

- If there are changes (account numbers, etc.), ChemIT will contact the appropriate faculty member so there are no surprises.

I want a copy of my bill. How do I get it?

Please contact Kevin Ashman (CCB Finance) for a copy your invoice, if you require it.

- Note that the invoices are identical from one month to the other, unless a change has been communicated to the group's faculty member.

I have a question or concern about these bills not addressed above. Who do I contact?

Please contact Oliver Habicht at ChemIT@cornell.edu.

Info for ChemIT staff

See also process-related info:

- [ChemIT Monthly Billing](#) (ChemIT staff only)