Internal Service Providers- Frequently Asked Questions

How can I tell if my unit is an ISP?

Your unit is likely an ISP if it:

- has internal revenue from products, services or rental income
- has employees designated to produce products or provide services for other units
- has designated specific space for products or services for other units advertises products or services for other units

How can I tell if I must register my ISP?

Internal Service Providers (ISPs) that meet either of the following two criteria do not have to register:

- If annual revenue generated from other University departments (not within the same department as the ISP) is less than $10,000, and sponsored awards are not charged.
- If allocations (i.e. Cost Allocation Units only) are all within the same department (e.g. copier, postage and answering services) and there are no allocations to sponsored awards. Cost Allocation Units should credit the same expenditure type as the original transaction, unless the ISP Standards Committee has approved credits to an internal income account.

Who do I contact if I have an ISP question?

Email the ISP Standards Committee at ISP@yale.edu, or contact any member of the Standards Committee directly.

Where can I find ISP Policy 1410 and Related Procedures?

The final Policy 1410, procedures and related forms and instructions can be found at: Policies & Procedures under Grants and Contracts

Which JSA Category do I use if I’m registered?

All registered ISPs should use the YInterdeptTrsf JSA category with the registered SSI in the batch naming convention.
How do I know what type of ISP I am?

There are three types of ISPs:

- **Specialized Service Facility (SSF)**
  A SSF is organized to provide goods and/or services to other organizational units and charge for those goods and/or services. The end user typically determines the level of goods and/or services that is provided. SSFs have annual expenses of at least $1 million or charges to federal funds of at least $250,000. The Yale Animal Resource Center (YARC) is an example of a SSF.

- **Recharge Center**
  A Recharge Center is organized to provide goods and/or services to other units and charge for those goods and/or services. The end user typically determines the level of goods and/or services that is provided. Generally, if annual expenses are less than $1 million and charges to federal funds are less than $250,000, then the ISP is considered to be a Recharge Center, not a SSF. The ISP Standards Committee may make exceptions by classifying some operating units that fit the Recharge Center criteria as SSFs. Examples of ISPs that are currently listed as Recharge Centers are the Gibbs Machine Shop and the Drosophila Kitchen.

- **Cost Allocation Unit**
  A Cost Allocation Unit aggregates and distributes goods and/or services to other units. The Cost Allocation Unit typically determines the level of goods and/or services that will be provided to the unit. The Facilities ISP that charges utility costs is an example of a Cost Allocation Unit.

Which expenditure types can I use if registered? If unregistered?

Select this [link](#) for details including a pdf listing of all valid expenditure types to use with your ISP transactions.

Which JSA Category do I use if I’m not registered, but have some internal charges to bill?

If you are not registered but have some internal charges to bill you should use the YExpAdjustment Only. Registered ISPs may use the ISP JSA Journal Category for their billing transactions.

What should my batch name look like if I’m a registered ISP and doing a manual entry? STFP entry?

Batch names for manual JSA need to replace the MANXXX with ISPXXX (use appropriate SSI number assigned during registration). SFTP batches need to continue using their current format.

If I’m not registered do I still have to follow the ISP Policy?

All ISPs, whether or not registered, must adhere to the billing process as stated in [Policy Section 1410.3](#).