ARDC Utility Account Management Policy

1. Utility expenses incurred on the ARDC will be paid out of the ARDC Utility account. Utility expenses incurred by residences on the ARDC shall not be paid out of the ARDC utility account.

2. Repairs to the municipal water system shall be paid out of the ARDC General facilities revolving account. At the end of each fiscal year, departments utilizing the municipal water system will be billed for these repairs based on an estimate of the percentage of water used versus the total of all water pumped for municipal water system use. Water meters are encouraged, but will be used to establish long-term averages not yearly charges. Water meters shall be required on all new irrigation taps on the municipal water system.

Water usage by department is not a constant and will have to be reviewed yearly due to new taps, construction, etc. Therefore, the fee structure will not be a part of this policy document.

3. All electricity and natural gas expenses will be paid out of the ARDC Utility account. Propane ordered through the ARDC office under the established UNL bid process will be paid out of the ARDC Utility account. Portable storage bottles of propane are not eligible for payment from the account.

4. The ARDC will keep a data base indicating the energy consumption at each metering station for electricity, natural gas, and propane ordered through the ARDC office. A yearly summary of energy consumption by department will be made available to each department.

5. If the ARDC Utility account goes over budget, each department will be billed a prorated share of the overage based upon the percentage of energy consumption per department versus the total energy consumption on the ARDC. The data base identified in #4 above will be used to calculate the amount of charge back.

6. The ARDC office will issue all requisitions for energy to be paid on the Utility account.

It is IANR’s policy that revolving accounts should not directly subsidize research. It is suggested that each department keep this in mind when determining how to fund charge backs for energy consumption.

Date 11/2/93

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UNL - ARDC