



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Internal Service Organization (ISO) Policy

Policy Type:
Finance

Policy Owner(s):
Finance Manager

Policy contacts:
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POLICY STATEMENT

ISO's are established within Masonic Cancer Center in order to provide services for cancer center members in specialized areas that facilitate research.

Current ISO's include:

- Analytical Biochemistry/Mass Spectrometry
- Comparative Pathology
- Clinical Trials Office
- Cancer Informatics Shared Services
- Cytogenomics
- Genomic Engineering
- Translational Therapy Laboratory
- Glass-washing
- Irradiator

Billing for ISO Services:

- ISO coordinators will record daily activity on a billing log.
- Billing log is routed to the MCC finance office operations accountant for ISO's by the 15th of the month following the month in which the activity occurred.
- Operations accountant prepares a spreadsheet for upload to the U's financial system.
- Billing is completed by the end of the month following the month in which the activity occurred in order to be certain any outstanding issues can be resolved and still be in compliance with University standards for timely processing of charges.

<http://policy.umn.edu/finance/internalsales-proc02>

<http://policy.umn.edu/finance/internalaccounting>