



**ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL**

TOPIC: Section 9 – Accounting System Processing 4.1	EFFECTIVE DATE: 03/17/1986
TITLE: Bureau of Information Technology Services Billings	REVISION DATE: 09/13/2016
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

**BACKGROUND**

The Bureau of Information and Technology Services (BITS) provides information technology (IT) services to the entire Department of Health Services (DHS). Organizations within the Department are billed monthly for these services, which include:

- Project management, database architecture, and programming by both state staff and contract programmers from outside vendors.
- Infrastructure support, including hardware and software, outside contracted services, hardware and software maintenance, and technical and administrative staff. This is billed based on a rate per device.
- Purchase of hardware, software, and contracted services at the request of organizations in the Department.
- Application hosting charges are billed to customers owning applications that exist in shared DHS environments.

**PROCEDURES**

1. BITS charges are handled by BFS through a billing process to each DHS division.
2. For billing purposes BITS uses an “activity ID” that cross walks to STAR fiscal coding. The cross walk is maintained by the BFS BITS accountant. The BFS accountant creates the billing JV to enter in STAR based on the BITS hours and the billing rates. For information on the bills and the process, users may contact the BITS accountant (see contact below).
3. If a division needs and submits a service request to BITS for a new program activity, BITS staff should notify the BFS BITS accountant so BFS can add the activity name and STAR coding to the allocation table.

**REFERENCES**

[DHS APP Section 4 – Receivables 2.0](#) – Invoice and Collection Procedures

[DHS APP Section 8 – Capital Assets 1.0](#) – Capital and Non-Capital Asset and Inventory Systems)

[DHS APP Section 8 – Capital Assets 1.03](#) – Accounting Procedures for Information Technology (IT) Assets

[DHS APP Section 8 – Capital Assets 1.1](#) – Use of Capital Account Codes

**CONTACTS**

[BFS BITS Accountant](#)