



CAMPUS CORRESPONDENCE

Date: October 31, 2012

To: Deans, Directors and Department Heads

From: Deane K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

State and federal regulations require LSU to maintain an accurate inventory of space in all buildings

provides a basis for determining the F&A rate through the standardization of the University's calculation of the F&A rate, the Office of Accounting Services will administer a campus-wide space survey which will be divided into two survey cycles: Cycle A (FY 2012) and Cycle B (FY 2014). The standard cycle schedule is to conduct the survey over a two year period commencing in November 2012.

During the space surveys, the following information will be documented:

- Room utilization (for sponsored research, instruction, administrative, etc.)
- Occupants for rooms designated as sponsored research
- Account numbers associated with space used for sponsored research

members of the Space Survey team will identify and contact departmental representatives to conduct surveys for Cycle A space. An individual with knowledge of the department's space inventory, room occupants, and room usage should be present during the survey. The survey team will not need to walk through departmental space unless issues arise in comparing floor plans to actual space. Meetings can last from thirty minutes to two hours - depending on the size and complexity of the department's space inventory. Departments with a large volume of space and sponsored agreements

information related to the space survey. Questions related to the specifics of the survey should be directed to Eddie Barfoot at ebarfoot@lsu.edu or 579-7600

Attachment

xc: Stuart Bell, Executive Vice Chancellor and Provost
Eric Mendry, Vice Chancellor for Finance and Administrative Services and Chief Financial Officer

