

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: BPA FIN –Guest Housing.

Date: 09/09/05

Time: 9:00 a.m.

Location: ACR 207

Participants: Oscar P. Jimenez, Julie Senecal, Liz Garcia, Maggie Miller, Doug Lane

Session Lead: Oscar P. Jimenez, BPA, Julie Senecal –Narrative, John Young-Visio.

Narrative/Description:

Request made to residential living for guest housing. They find out if it's for a single student. If yes, check and see if space is available. Verify if space is available (gender specific). If no, client is referred to off-campus option. If yes, reservation is made for specific date. Student arrives and sign guest housing agreement and payment is collected. Guest checks out and damages or any other charges are assessed and billed at check out. Deposit revenues to cashiers in revenue account. If no, if it's a group they ask if they are using other facilities on campus. Residential Living verbally provides the client with cost information and guidelines. If yes, Residential Living coordinates directly with smaller groups. The large groups organize thru Campus Activities and UC services. If no, they ask permission to the executive committee for them to stay. If yes, Residential Living gets directly with client for numbers, genders, dates, etc. If no, the UC Services collect the information and provide updates as needed from client. Then the reservation and room assignment is made. Information is provided to the staff who prepare for arrival. Client arrives at predetermined check in time and complete appropriate paper work. Event is held. Group checks out. Staff conducts an inspection of facility, key/card inventory and assesses charges. If group is using other campus facilities, the billing information goes to UC Services. If not, then Residential Living collects payment and they send it to the Cashier's department.

Electronic Inputs: none

Manual/Paper Inputs: Guest Housing Agreement

Key Decision Points (list all): Student or group?

Related Policy(s): Housing Policy, Fire Safety, Non-Competition Agreement

Interface to Other Systems: none

Web Features: none

Electronic Outputs: none

Manual/Paper Outputs: Invoices

Customer(s): Students and outside groups

Regulatory Items: none

Frequency/Volume: as needed, (groups during summer, students=15 days/month)

Potential Break Points: Executive Committee consideration, availability of rooms

Automation: none

Issues: missed deadlines for receiving information, overlaps with group schedules