

CUNYfirst Billing Categories

(Last Updated: 6/10/21)

NOTES

- When entering Billing Categories in CUNYfirst, each line entry should be typed **as written in ALL CAPS**. Failure to do so will result in an invoice being rejected and sent back for revision, which may delay delivery to the client.

<u>CUNYfirst Billing Category</u>	<u>Description</u>	<u>Applies to the following EMS Categories</u>	
ROOM CHARGE	Amount charged for space rental	Room Charge	
LABOR	Amount charged for labor. Within CUNYfirst, this should be the <u>combined subtotal of labor billing across all departments</u>	Staff Estimate – Athletics Staff Estimate – Audio Visual Staff Estimate – CLSS Staff Estimate – DoIT Staff Estimate – Facilities Staff Estimate – Film & TV Staff Estimate – Public Safety Staff Estimate – Theater Staff Staff Estimate – Video	Staff Actuals – Athletics Staff Actuals – Audio Visual Staff Actuals – CLSS Staff Actuals – DoIT Staff Actuals – Facilities Staff Actuals – Film & TV Staff Actuals – Public Safety Staff Actuals – Theater Staff Staff Actuals – Video
EQUIPMENT	Amount charged to client for any equipment or materials used; this includes rentals and consumables. Within CUNYfirst, this should be the <u>combined subtotal of all equipment charges across all departments</u>	Audio Visual Services Equipment Rental & Sales Theater Equipment	
OTHER FEES	Amount charged for all other fees not related to space rental, labor, or equipment. Within CUNYfirst, this should be the <u>combined subtotal of all additional fees across all departments</u>	Additional Fees Damages Dark Day Fees	