

Appendix A

University of Delaware - New Service Center Rate Documentation Form					
** Please complete a separate rate development sheet for each service offered within this service center **					
Service Center Name:		Date Completed:			
Purpose Code:		Fiscal year:	Business Officer:		
Department:		Service Center Manager:			
Service Centers - Service centers (or units) are University groups providing goods or services to other University groups for a fee. Service units must be able to demonstrate compliance with federal requirements, cannot use fee structures that discriminate between federal and non-federal sponsored activities, and can recover only their aggregate costs (based on actual usage).					
Prior year Classification (check one)					
<input type="checkbox"/>	Recharge Center	<input type="checkbox"/>	Minor Service Center	<input type="checkbox"/>	Major Service Center (SSF)
	Annual operating expenses < \$20,000		Annual operating expenses > \$20,000 to < \$1,000,000 or involves the use of highly complex or specialized facilities		Annual operating expenses > \$1,000,000 or involves the use of highly complex or specialized facilities
Please provide details in response to the following question about activities, usage, and long-term management of your Service Center					
1. Description of activities including products/services (attach additional sheet as necessary):					
2. Describe the purpose for establishing the service center (i.e. convenience, cost saving, etc.):					
3. Describe the users of the Service Center (i.e. UD, faculty, UD students, external users, etc.):					
4. Describe the estimated/anticipated billing to federal awards:					
5. To your knowledge, is there another Service Center on-campus that provides similar services? If so, justify the need to create the requested Service Center.					
Please provide 3 year projection of income and expenditures. To be completed in conjunction with UD Finance Office.					
1. Revenue	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate	Comments (if any)	
Internal Sources					
External Sources					
Subsidiary Funds					
Total Revenue	\$ -	\$ -	\$ -		
2. Expenditures	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate	Comments (if any)	
Salaries and Fringe Benefits					
Materials and Supplies					
Maintenance and repair					
Equipment					
Rentals & Leases					
Travel					
Professional Fees					
Total Expenditures	\$ -	\$ -	\$ -		
3. Depreciation	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate	Comments (if any)	
Depreciation					
4. Rate Development -	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate	Comments (if any)	
Billable units					
Internal					
External					
Total Billable units	0.00	0.00	0.00		
				Comments (if any)	
Billable Rate (Internal)					
Billable Rate (External)					
Net budget Surplus/(deficit)	\$ -	\$ -	\$ -		
Review and Approval by:					
Signature of SC/RC Director or Bus Off.		Signature of Manager, Cost Accounting			
Name:		Name:	Susan M. Bledsoe		
Date:		Date:			

**University of Delaware
Depreciation Schedule**

Service Center								
On-Hand Equipment:						Depreciation		
Description	Tag #	Acquisition Date	Cost	Useful Life in Years	Previous Year	Current Year	Next Year	
						\$	-	
Scheduled Acquisitions:						Depreciation		
Description		Acquisition Date	Cost	Useful Life in Years		Current Year	Next Year	
						\$	-	\$ -
*Depreciation is calculated on the straight-line basis. A full-month of depreciation is used in the month of purchase								