

UTAH STATE UNIVERSITY
NEW ACCOUNT REQUEST – **SERVICE CENTER**

A service center is a university unit that sells services and/or products primarily to other university departments or grants and contracts. Interdepartmental billings are the predominant revenue source for a service center.

1. Organizational affiliation of requested account:

College _____
Department _____
Banner Unit Code _____
Point of Contact _____
POC Banner ID# _____

2. Title of the service center:

Title for account (limit to 30 characters): _____

3. Persons responsible for service center:

College Dean _____
Department Head _____
Center Director _____
Center Manager _____
Financial Officer _____
Business Manager _____

4. Nature of services/products sold to customers: _____

5. Type of customer expected (check all that apply):

Internal Customers: customers paying with USU controlled funds (banner index/OCE):

Grants or Contracts
 Departmental Funds
 USURF/SDL
 Other (explain) _____

External Customers: customers who do not pay with USU controlled funds (cash, credit card, invoice, students):

Non-Profit entities
 For Profit entities
 Students
 Other (explain) _____

6. Is a similar service currently available in the area for prospective customers? Yes No

If yes, where is service located and why is it not satisfactory? _____

UTAH STATE UNIVERSITY
NEW ACCOUNT REQUEST – **SERVICE CENTER**

7. Provide Banner index number that will be responsible to cover a fund balance deficit not recoverable through normal operations within a reasonable period of time.

8. Attached the following additional documents for review and approval:

- Service Center business summary
- Operating expense budget
- Rate calculation

This request is initiated by:

Name

Signature

Title

Date Phone

Approved by:

Department Head Signature

Date

College Dean Signature

Date

Vice President Office Approval: (VPR for research service centers, VPBF for institutional service centers)

Vice President Signature

Date