



MEMORANDUM

To: Selected Service Unit Budget Contacts

From: Leslie Brunelli

Subject: Request for Changes in Existing Service Charges

Date: February 19, 2007

As part of the annual budget development process, the Budget Office solicits, reviews, approves, and communicates user fee charges to the University community. User fees are internal charges for goods and services provided by various units within the University.

Your unit is listed on the attached “FY07 Consolidated List of Service Charges, this is your opportunity to request changes in your existing service charges for FY 2008. A template is attached for you to submit changes. I recommend that you refer to paragraph 9 of the University’s cost accounting standards (BUSF 9.10) policy before developing your request. Please provide the following information for each requested change.

- Name of person and department responsible for the service
- Name of the existing fee
- Current 2006-2007 charge
- Proposed incremental dollar change
- Proposed 2007-2008 charge
- Percentage increase recommended
- Amount of new revenue generated
- Describe how the unit will benefit from new resources. Also, provide a description of how the new revenues were calculated.

If you have an entirely new user fee to request for FY 2008, please complete this template and provide a memorandum establishing why the fee is necessary. The Budget Office will follow-up with additional questions as needed.

This information should be emailed to me (lgbrunel@gwm.sc.edu) in the Budget Office by **Thursday, March 1, 2007**. Please contact me at 7-1967 should you need additional information or assistance.

Attachments