



Budget Office
Business and Finance

MEMORANDUM

To: Service Unit Budget Contacts
From: Leslie Brunelli
Subject: Request for Changes in Existing Service Charges
Date: Tuesday, March 11, 2008

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 "FY08 Consolidated List of Service Charges." This is your opportunity to request changes in your existing service charges for FY2009. The Budget Office has created a new web-based system to receive changes and new user fee requests. This system is combined with the request for tuition and fee requests for the system. All current user fees are loaded by responsibility.

I recommend that you refer to paragraph 9 of the University's cost accounting standards (BUSF 9.10) policy before developing your request.

The web-based system will require the following information for each requested change or new charge:

- Name of person and department responsible for the service
- Name of the existing fee
- Current 2007-2008 charge
- Proposed incremental dollar change
- Proposed 2008-2009 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.

The Budget Office will follow-up with additional questions as needed.

This information is due by April 1, 2008. After that date, the web-based system will be disabled. Please let me know if you have any questions.

Attachments