University of Alaska
Service / Recharge Center
Rate Proposal and Questionnaire

Please complete a separate questionnaire and proposal for each service center or recharge activity. This questionnaire should be submitted to the regional campus chief financial officer with each request to establish a Service/Recharge Center or Time & Materials Center. In addition, an updated copy of the questionnaire should be submitted to the regional campus chief financial officer, or designee, with each annual rate proposal.

(See B-01 "Service / Recharge Centers" in Section 100 in the University of Alaska Accounting and Administrative Manual for guidelines on service/recharge centers and allowable costs)

Name of service/recharge center: Printing Services
Service/recharge center org/fund number(s): 50251 173001
Individual to contact: Warren Fraser
Work phone number: 6250
Date questionnaire was completed: June 23, 2013
Period for which rate is requested: FY14
Estimated recoverable costs for the period: $862,717
Estimated revenue for the period: $870,000
Estimated amount charged to federal grants and contracts: Unknown
Rate(s) proposed:

Rates used by Printing Services are from the Franklin Pricing Catalog, which is on file with the Library of Congress. The catalog is copyrighted and may not be copied, but is available for examination. Adjustments to pricing are made for local conditions with respect to labor and freight costs.

I reviewed this questionnaire and proposal. I believe it fairly represents the activities of the respective service/recharge center and request authorization to implement these rates as proposed.

Dean/Director Certification

CFO (Chief Financial Officer) Approval: 11/1/2013
1. Provide a brief description of the recharge activity, including why it is needed, principal customers or beneficiaries, and anticipated activity levels (attach explanation).

Printing Services provides the University community with a full range of services in offset printing and high-speed duplication. Customer satisfaction is a high priority with emphasis on high quality, quick turnaround, low cost, convenience and confidentiality. Service to branch campuses of both UAF and other MAU’s is an important function for Printing Services. Classroom and student support is provided through instructional services, student employment and support of classroom activities. Anticipated activity is that which is required to operate on a break-even basis over on an average year basis. In dollar volume, the level for FY14 is estimated to be $862,717.

2. Provide a brief description of the service center’s operating cycle or other period over which accumulated revenues are expected to be approximately equal to accumulated allowable costs including equipment use allowances (attach explanation). Fiscal year

3. Provide a brief description of the methodology used to establish the recharge rate, markup, or price (attach explanation).

Printing Services uses the pricing from the Franklin Catalog. It is based on printing industry data on costs of production. The pricing is adjusted for local conditions for labor and supply costs by using multipliers applied to a base price. The multipliers are based on past experience and are designed to achieve a break even operation

4. What unit of measure is used as a billing base (hour, day, service procedure, mileage, etc.)? Catalog pricing based on time and materials.

5. Approximately how many units will be processed or sold during the fiscal year?

Production is tracked by dollar volume. FY14 volume is estimated at $870,000. Printing Services produces many different types of products using a variety of processes and is not set up to track units produced for the different products.

6. Are all users charged for this service? Yes X No

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7. Are charges made to anyone other than university departments and grants and contracts?  Yes X No

If yes, who are these external customers and estimated amounts of annual activity?
Students, Faculty, and State and Federal Agencies that have approved AFS accounts use Printing Services and the estimated annual activity is $55,000 to $60,000.

8. Are all users charged the same rate?  Yes X No

If no, how do you determine which rate is used?

9. Are any costs related to this activity charged to another account or is the activity subsidized in some manner?  Yes No X

10. Is an inventory required for this activity?  Yes X No

If yes, what is the average value of the inventory, at cost? $25,000

Printing Services uses Just-In-Time delivery for supplies.

11. Are there any significant assets (cash, accounts receivable, land, etc.) liabilities, commitments, or risk management exposures associated with this activity?
Yes X No

If yes, please describe?

Printing Services has an investment of over $1,000,000 in equipment.

12. Attach proforma income statements, schedules, and other supporting documentation and explanations as described in B-01 “Service/Recharge Centers” in Section 100 in the University of Alaska Accounting and Administrative Manual.