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: Copy Pool
Service/recharge center org/fund number(s): 50252 173002
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: $277,000
Estimated revenue for the period: $320,000
Estimated amount charged to federal grants and contracts: Unknown
Rate(s) proposed:
$0.072 for official use black & white copies. (departmental use)
$0.16 for official use color copies. (departmental use)
$0.14 for personal use copies and black and white laser prints.
$0.50 for color laser prints.

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: 11/1/13
1. Provide a brief description of the recharge activity, including why it is needed, principal customers or beneficiaries, and anticipated activity levels (attach explanation).

Copy Pool provides walk up convenience copiers for use by the faculty, staff and students of UAF. The guiding principle behind Copy Pool is to insure that all those that need copier access have those needs met, that the equipment provided is of reasonable quality, and has the required features and capabilities. The anticipated activity for FY14 is 5,000,000 copies.

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).

The original pricing structure for Copy Pool was designed for operation on a break-even basis and this is still the case. If costs of equipment and paper increase, then the price will increase to the new break-even point. If usage unexpectedly increases or decreases with a corresponding change in revenue that results in a significant deviation from the break-even point, then pricing would be changed to again achieve operation on a break-even basis.

4. What unit of measure is used as a billing base (hour, day, service procedure, mileage, etc.)? Per copy charge

5. Approximately how many units will be processed or sold during the fiscal year? 5,000,000 copies and prints

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

If no, how do you determine who is charged? ____________________________
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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, library patrons, faculty, staff, and State and Federal Agencies all make use of Copy Pool services. Estimated annual activity is $22,000 or about 200,000 copies and laser prints.

8. Are all users charged the same rate?  Yes________No__X____
If no, how do you determine which rate is used?
whether or not the use is for official business or personal use.
The rate is determined by whether or not the use is for official business or personal use.

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?  $3,000
There is a minimal inventory of paper at each machine. Paper purchases are made on a Just in Time Basis.

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?
Copiers are leased from vendors using the State Contract or on the basis of competitive bids. These leases represent a long term commitment of 3 to 5 years on the part of Copy Pool and the University.

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.