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 Recharge Center or Time & Materials Center. In addition, an updated copy of the questionnaire should be submitted to the chief financial officer, or designee, with each annual rate proposal.

(See accounting manual procedure P-112 for guidelines on service/recharge centers and allowable costs)

Name of service center: Copy Pool
Service center org/fund number(s): 50252 173002
Individual to contact: Warren Fraser
Work phone number: 6250
Date questionnaire was completed: Sept 30, 2010
Period for which rate is requested: FY11
Estimated recoverable costs for the period: $354,488
Estimated revenue for the period: $355,000
Estimated amount charged to federal grants and contracts: Unknown

Rates proposed:
$0.068 for official use black & white copies. (departmental use)
$0.14 for official use color copies. (departmental use)
$0.12 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 center and request authorization to implement these rates as proposed.

Dean/Director certification

CFO (Chief Financial Officer) Approval: