

**FOUNDATION OF CALIFORNIA STATE
UNIVERSITY MONTEREY BAY**

Application for New Service Center

This Application for New Service Center includes the Application form, Service Center Use Rate Calculation form, and Instructions for completing the Use Rate Calculation form. A sample Use Rate Calculation form is also included. The application must be completed electronically, printed, signed, and submitted in approval order. In addition, an electronic copy of the New Service Center Request (Application and Use Rate Calculation form) should be sent to the Foundation Controller's office. Applicants must be knowledgeable of the Foundation of CSUMB's Service Center Policy & Procedures.

Applicant Information

| | | | |
|-----------------|----------------------|----------------------|----------------------|
| Applicant Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <i>Last</i> | <i>First</i> | <i>M.I.</i> |
| Academic Title: | <input type="text"/> | Foundation Title: | <input type="text"/> |
| Department: | <input type="text"/> | College: | <input type="text"/> |

Service Center Information

I have attached to this application a Concept Plan for establishing a service center, including:

- Complete description of the service to be provided, expected users and user types (i.e., internal user, external user), and number of service lines that require a separate billing rate.
- Reason(s) for creating the service center and how it fits into the department program
- Requested break-even cycle (two-year cycle is recommended)

I have completed the Service Center Use Rate Calculation Form (separate sheet in this application)

I have attached an explanation of how the projected costs and projected usage on the Use Rate Calculation Form were based. If based on prior year's activity, supporting budget reports are attached.

I declare that all information I submit in this application package is true and correct to the best of my ability.

Applicant Signature

Date

Approval

1. *Department Chair*

Date

2. *College Dean*

Date

3. *Foundation Controller*

Date

4. *Foundation Executive Director*

Date