

## New Service Center Request

**Complete this form to request a new service center or explain changes made to an existing service center. Direct all questions to Mitch Kaup 402-472-5613/mkaup4@unl.edu.**

Service Center Name: \_\_\_\_\_

Cost Center: \_\_\_\_\_

**Operations Management:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Business Center Contact:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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1. Describe the purpose and nature of this proposed service center.
  
2. Provide the name and a detailed description of each proposed good or service to be offered.
  
3. Justification for the service (i.e., convenience, cost, control, or lack of other providers).
  
4. What types of customers are served by the activity? (Check all that apply)
  - UNL Departments – Federal grants, contracts or pass through. i.e., WBS’s beginning with “24”, “25” or “26” (Internal Rate)  
 If so, will you charge more than \$10,000 per year?  
 Yes /  No
  - UNL Departments – Other than federal grants, contracts or pass-thru. (Internal Rate)
  - University of Nebraska System – other state campuses (Internal Rate)
  - Faculty/Staff/Students – Personal use or consumption (External Rate)
  - Other, including general public, other universities, corporations, non-profits, etc.
  - List any not shown above \_\_\_\_\_

5. What percentage of revenue will be collected from external sources? \_\_\_\_\_
6. If the service center ceases operations, who will be responsible for any remaining deficit balance?
7. Is this service center a Core Facility, as designated by Office of Research & Economic Development?  
\_\_Yes / \_\_ No
8. Is this service center charged rent?  
\_\_Yes / \_\_ No
9. Will this service center charge depreciation on capital items?  
\_\_Yes / \_\_ No If yes, complete a "Depreciation Schedule".
10. Will this service center receive subsidy funds? If so, from where? What costs will be subsidized?

**Submit this completed form along with the following to Mitch Kaup, mkaup4@unl.edu:**

- a. Detailed Budget Schedule; see approved budget templates [here](#).
- b. [Depreciation Schedule](#) (if applicable)
- c. Cost Center Request Form is available in Sapphire under:  
Business Forms > UNL > Finance > Cost Center Request Form

UNL Service Center website may be found at:

<http://accounting.unl.edu/fin-acct-reporting/service-center-information>

Any federal grants or contracts subject to the OMB Uniform Guidance, FARS or OMB 2 C.F.R §200 cannot be established as a service center. Services provided by a service center may only be charged to the WBS where the grant activity must be recorded.

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INTERNAL USE ONLY

- Approved                      USR                      SER                      SRV (Reserve \_\_\_\_\_)
- Not Approved                Why? \_\_\_\_\_

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Sponsored Programs

\_\_\_\_\_  
Date

**COMMENTS:**