THE UNIVERSITY OF CHICAGO

The University of Chicago
Financial Services

6054 S. Drexel Avenue
Suite 300
Chicago, IL 60637-2612

# New Recharge Operation Request Form

Recharge Operation Name: _____
Requested By: _____
Exec Level / Department: _____ /_____
Phone Number: _____
Email: _____

***Operations Management***
Recharge Operation Manager: _____
Title: _____
Phone Number: _____
Email: _____

***Financial Management***
Financial Administrator: _____
Title: _____
Phone Number: _____
Email: _____

Describe the purpose and nature of this proposed recharge operation.

Provide justification for the goods/services to be provided (i.e., convenience, cost, control, lack of providers, etc.).

Provide information as to whether this service or similar service is available elsewhere either within the University or outside the University. This should include the pricing of the service from other providers. If the recharge operation cannot provide the service at a comparable cost, describe the benefit to the University for providing this service in this recharge operation as opposed to procuring the service from the outside vendor.

Provide information on the anticipated volume of service over the next five years, including information on external vs. internal customer growth and the funding source (i.e., federal vs. non-federal) of the anticipated volume growth.

As the initial volume of the recharge operation may not be sufficient to cover the start-up and operational expenses incurred, identify the sources of funding for the start-up costs and in particular the funding for any initial equipment purchases.

Provide a description of the space the recharge operation will require and whether this will exist in space already assigned to the unit or if new space is required. Is the space has already been identified, please note the location.

Identify where recharge operation rates will be published for the public.

Describe the billing procedures, including the identification of any billing systems to be used, how users will submit requests for goods/services, the entries recorded in FAS to reflect completed services, how users will receive their invoice (i.e., upon request, from a system, attached within ACCTS, etc.), and how records of usage will be accumulated and maintained[1].

If the recharge operation ceases operations, who will be responsible for funding any remaining deficit balance?

Is the recharge operation likely to receive subsidy funds? If so, from where? What costs will be subsidized?

[1] The Recharge operation is responsible for billing only incurred charges; therefore, it is imperative that the recharge operation have mechanisms in place to accurately capture usage and those associated records be maintained in accordance with University record retention policy.

Identify the types of customers to be served by the recharge operation (check all that apply):

- ☐ University of Chicago departments – federal grants and contracts
- ☐ University of Chicago departments – non-federal grants and contracts
- ☐ Faculty/Staff/Students – personal use or consumption
- ☐ External institutions using federal funds (includes Argonne)
- ☐ All other external – general public, corporations, non-profits, etc.
- ☐ Other not shown above _____

Will the recharge operation be charged rent?

◯ Yes ◯ No

Will the recharge operation charge depreciation associated to capital equipment in the rates?

◯ Yes ◯ No

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This form, as well as a completed rate calculation spreadsheet, should be routed to the following for authorization prior to the set-up of a new recharge operation by Financial Services.

Department Chair: _____

Dean or Dean's Office designee: _____

Financial Services: _____