# Request for New Service Center Account

Requestor Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |  | **Email:** |  |
| **Dept.:** |  | **Phone:** |  |

**Account String Segment Values**:

|  |  |
| --- | --- |
| **Org Code:** |  |
| **Org Code Description:** |  |
|  |  |

**Account String Attributes**:

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible Person: |  | HR ID: |  |
| Deliver to Person: |  | HR ID: |  |
| Short Account Title: |  |
| Long Account Title: |   |

Source of Funds (Where is the money coming from; check all that apply):

**Source of Funds (Where the funds are**

\_\_\_\_\_ Internal grants & contracts accounts

\_\_\_\_\_ Internal general ledger accounts (non-grant/contract accounts)

\_\_\_\_\_ External customers (includes HSF, SRI, Children’s Hospital, UAB Educational Foundation,

 industry, other educational institutions, etc.)

Give a brief description of the goods/services to be provided by this service center:

External Restrictions (If there are any legally-binding agreements with external documentation):

**Is equipment required to provide these goods/services? \_\_\_\_\_** Yes \_\_\_\_\_ No

**If yes, do you intend to calculate depreciation on equipment as a part of your fees/rates? \_\_\_\_\_** Yes \_\_\_\_\_ No

**If yes, please attach a list of equipment including asset ID numbers. *NOTE: If no, then approval of this request at the school level indicates approval of the center’s intention to waive depreciation and the understanding that this means, should the equipment need to be replaced, the center will NOT have accumulated the means to do so through the collection of depreciation.***

**Projected Annual Revenue (this determines the type of service center account to be created):**

\_\_\_ < $100,000

\_\_\_ $101,000 - $999,999 (attach rate development worksheet)

\_\_\_ $1,000,000 and greater (attach rate development worksheet)

**Note: Any future changes related to the source or use of funds in this account must be approved by the Controller.**

The requestor should complete the request form and email it (as an attachment) to the applicable School/Executive Fiscal Officer, asking the fiscal officer to forward it via email with the fiscal officer’s approval indicated in the email to Financial Accounting FinAccounting@uab.edu.

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