Service Center Subsidy

In certain instances, the institution or a school or equivalent unit may determine that it is appropriate to provide funding to a Service Center to subsidize all or a portion of the charges to users. Such subsidies are utilized to either reduce one or more of the Service Center rates charged to all users or to provide reduced rates to a particular group of users (i.e. students).

When the Provost, a Central Administration Vice President or Associate Vice President, or a Dean determines that it is appropriate to subsidize one or more rates for all users, this will be accomplished via a transfer of funds from a General Operating account, Miscellaneous Unrestricted account or an Equipment Reserve account. A Dean can only subsidize a Service Center that supports his/her school. The Provost and Central Administration Vice Presidents and Associate Vice Presidents can subsidize any Service Center. Such subsidies will utilize the non-mandatory transfer in and out object codes. Documentation for the transfer should be signed by the appropriate senior administrative individual (as noted above) and should include an explanation of why the subsidy is being provided.

Subsidies that are provided to allow a Service Center to charge reduced rates to a particular group of users will be accomplished via a charge that represents the difference between the published rate and the reduced rate. This entry, which is identical to the normal monthly entry made by the Service Center, should be made to a General Operating account or a Miscellaneous Unrestricted account whose A-21 Code attribute represents the majority of the user group being subsidized (i.e. Instruction for a student user group).