

New Recharge Center Request

Name of recharge center

Recharge center department number

Person responsible for recharge activity

Brief description of services to be provided by the recharge center

Description of how the proposed recharge center is related to the Mission of UND

Unit of measure to be used for billing base (hour, day, procedure, mileage, etc.)

Number of units of measure to be processed during a typical fiscal year

If some users are not charged for this service, how is it determined who is not charged?

If users are charged different rates, how is it determined which rate is used?

Other than UND depts and Grants & Contracts, what other entities will use the recharge center?

Identify any subsidies to be received from other departmental resources.

Fund number(s)

Approximate amount of subsidy for the fiscal year

Departmental Approval

By submitting this form the department agrees to the financial oversight of the Recharge Center to include the review of internal controls, invoicing, collections, account reconciliation, rate and annual financial statement preparation.

Signature

Date