

**Request for Approved Service Activities**

**Section 1 – General Information**

Department/Unit Name:

Contact Person:

Email Address:

Phone Number:

Date of Request:

**Section 2 – Description of Proposed Service Activity**

1. Title of Service Activity:

1. Purpose of the Activity: *Describe the mission-related purpose of the Service Activity beyond revenue generation.*

1. Description of the Good/Services Provided: *What will this activity offer?*

1. How does this activity contribute to the University mission?

**Section 3 – Cost-Benefit and Alternatives Analysis**

1. Cost and Benefit Analysis: *Provide an overview of costs and expected benefits.*

1. Alternative Considered: *Evaluate quality, price and convenience of external sources.*

**Section 4 – Financial Information**

1. Funding Sources and Financial Sustainability: *Describe all funding sources. Include how the activity will be self-supporting.*

1. Use of University Facilities and Services: *Will University facilities/staff/resources be used? Explain.*

1. Will this activity require E&G (Education and General) funds?

[ ]  Yes

[ ]  No

**Section 5 – Market and Customer Details**

1. Target Customers:

1. Customer Solicitation Methods: *How will customers learn about or be approached for this service?*

1. Pricing Policy: *Outline how pricing is determined and any discounts offered.*

**Section 6 – Approvals**

Department Head (Print Name):

Signature:

Date:

Dean/Vice President (Print Name):

Signature:

Date:

**Section 7 – Internal Review** *(To be completed by Director of Procurement and Business Services)*

[ ]  Approved

[ ]  Approved with Modifications

[ ]  Not Supported

Comments/Modifications Required:

Director of Procurement and Business Services Signature:       Date:

**Reviewed By:**

[ ]  Office of University Council

[ ]  Controller’s Office

[ ]  Risk Services & Insurance

[ ]  Budge Office