

Request for Establish New or Modify Existing Chargeback

University Form

California State University, Fresno

May 1995

Circle: New Revised

**REQUEST FOR ESTABLISH
NEW OR MODIFY EXISTING CHARGEBACK**

1. (a) Itemize the goods and/or service(s) which you intend to offer and for which you request a chargeback.
- (b) Attach a printed rate schedule.
- (c) Explain why this chargeback is necessary.
- (d) is this a new or existing service(s)?

2. What is the planned implementation date?

3. Revenue and Expense Detail

REVENUE

Total Projected Revenues	_____
(units x price)	

EXPENSES

Salaries	_____
Benefits	_____
Supplies & Materials	_____
Other (itemize)	_____

Overhead Applied ¹	_____
Total	_____

Total Expense	_____
NEW SURPLUS/DEFICIT	=====

4. Are you proposing to hire any new positions with chargeback funds? (If so, benefits and payoffs need to be factored into costs.)
5. Could the customers purchase the same good(s) and/or service(s) off campus; if so, what would the charge be?

PROPOSED MODIFICATIONS TO AN EXISTING CHARGEBACK

1. Why is it necessary to modify the existing chargeback?
2. What is the new proposed rate?
3. Specify in detail how the additional revenue will be spent.

Appraisal

Advisory Body (if any)

Dean/Head of Administrative Unit

Advisory Body (if any)

Vice President/Designee

Controller

Budget and Internal Audit

¹Identify what it is, i.e. examples.