



New Service Center Request

Complete this form to request a new service center or explain changes made to an existing service center. Direct all questions to unoservicecenters@unomaha.edu.

Service Center Name: _____

Cost Center: _____

Service Center Director:

Name: _____

Title: _____

Department: _____

Phone Number: _____

Email: _____

Service Center Contact:

Name: _____

Phone Number: _____

Email: _____

Completed By: _____ Date: _____

1. Describe the purpose and nature of this proposed service center.

2. Provide the name and a detailed description of each proposed good or service to be offered.

3. Justification for the service (i.e., convenience, cost, control, or lack of other providers).

4. What types of customers are served by the activity? (Check all that apply)
 - UNO Departments – Federal grants, contracts or pass through. i.e., WBS’s beginning with “44”, “45” or “46” (Internal Rate)
 If so, will you charge more than \$10,000 per year?
 Yes No
 - UNO Departments – Other than federal grants, contracts or pass-thru. (Internal Rate)
 - University of Nebraska System – other state campuses (Internal Rate)
 - Faculty/Staff/Students – Personal use or consumption (External Rate)
 - Other, including general public, other universities, corporations, non-profits, etc.
 - List any not shown above _____

5. Will the total operating expenses exceed \$20,000 per year?
6. What percentage of revenue will be collected from external sources?
7. If the service center ceases operations, who will be responsible for any remaining deficit balance?
8. Is this service offered by any other department on UNO campus or external business?
 Yes No If yes, please provide a description of the source and services provided.
9. Is this service center charged rent?
 Yes No
10. Will this service center charge depreciation on capital items?
 Yes No If yes, request a depreciation schedule from the Controller's Office.
11. Will this service center receive subsidy funds? If so, from where? What costs will be subsidized?

Submit this completed form along with the following to unoservicecenters@unomaha.edu:

- a. Detailed Budget Schedule
- b. [Depreciation Schedule](#) (if applicable)

Any federal grants or contracts subject to the OMB Uniform Guidance, FARS or OMB Circular A-133 cannot be established as a service center. Services provided by a service center may only be charged to the WBS where the grant activity must be recorded.

INTERNAL USE ONLY

- Approved USR SER SRV (Reserve _____)
- Not Approved Why? _____

| | | |
|--|------|--|
| Dean, Director, or Department Head | Date | |
| Grants Accounting | | |
| Controller's Office | | |
| Office of Research and Creative Activity | | |

COMMENTS:

