

Initial Recharge Rate Request

Instructions

1. Complete this form using [Adobe Acrobat or Reader](#).
2. Sign the form using a [Digital Signature](#).
3. Email the completed form to ORI.Finance.FPA@uta.edu.

Section 1: Recharge Center Details

Name of Service Center _____

VP or Dean Service Center Reports to _____

Fee Name _____ Proposal for Fiscal Year _____

Section 2: Expenses

- Expenses should consist of Service Center Direct Costs as well as an applicable portion of Service Center Support Costs. Contact ORI.Finance.FPA@uta.edu if rates for multiple services or service lines are requested.
- Space related costs such as Equipment Depreciation, Building Depreciation, Operations and Maintenance, and Interest should not be included in Service Center rates and will be recovered through UTA's F&A Rate.
- Rates charged to other Texas Public University customers may not exceed the internal user rate plus UTA's F&A Rate of 51.5%.
- Rates charged to other external users should consist of at least the internal user rate plus UTA's F&A Rate.

Internal Expenses

Internal Expense Description	Projected Expenses
Salaries and wages	
Fringe benefits	
Inventory for resale	
Other direct costs	
Other	
Total Projected Expenses	

Internal Usage Description	Projected Expenses
Projected Usage	
Per Unit Billing Amount	
Projected Internal Rate	

External Expenses

External Expense Description	Projected Expenses
Salaries and wages	
Fringe benefits	
Inventory for resale	
Other direct costs	
Other	
Total Projected Expenses	

External Usage Description	Projected Expenses
Projected Usage	
Per Unit Billing Amount	
Projected External Rate	

Section 3: Expense Detail

► Provide detail on how projected expenses were calculated and give the organization and/or fund numbers where costs are accumulated.

Section 4: Revenue

► List any additional revenue sources not included in recharge activity.

Source	Revenue Amount

Section 5: Analysis

► What do external service providers charge for similar services? Please provide at least two.

Provider	Amount

Section 5: Description of Service

- ▶ *Provide a general description of the service to be provided.*

Section 6: Need and Benefit

- ▶ *Provide detail on the need for this service and the benefit it will provide to UTA.*