Cornell University
Interdepartmental Fee Rate Request

In accordance with the Interdepartmental Fee Guidelines, Ithaca campus units requesting approval to charge other campus units fees for goods, services or room rental need to complete this form and submit it to the Interdepartmental Fee Committee by January 15th so that review can be completed in time to inform the budget development cycle for the upcoming fiscal year. All approved fees become effective July 1 of the subsequent fiscal year.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Responses for each inquiry may use additional space as needed, or may be attached. Be as complete as possible and provide enough details to assist the Committee in reviewing your request. Ask for assistance if you have questions.

Directions for Request Processing: Requestor completes the fee request form and submits to Department Chair or Director. Department Chair or Director reviews the request and submits to Dean or Vice President or Vice Provost. Dean/Vice President/Vice Provost approves and signs the fee request and submits it to the Assistant Vice President, Planning & Budget.

Part I: Requestor/Department Contact Information
[Person who should serve as primary contact for Interdepartmental Fee Committee]

Name: 
Department/Unit; College/Division: 
Phone: 
Email: 

Part II: Request is for:
Check one or more below:

___ New fee or fees
___ Increase in fee or fees greater than 5%

Check one or more below:

___ Room rental fee(s)
___ Goods
___ Services

Part III: Purpose of Request
Briefly describe the need for the fee(s) and the justification for the fee(s).

Part IV: Fee Request Information
A. Provide the following details for each fee requested. Attach a spreadsheet or other supporting materials as needed. Helpful details include:

i. Good, service or room current rate(s) and requested rate(s)
ii. Date of last fee change
iii. Customers or customer types served (provide 3-5 examples of major customers served)
iv. Financial information, including revenues, expenses and fund balances for fee accounts for the previous two years, current year projected, and projection for the year the rate(s) will become effective

v. Cost impact to affected departments served (i.e., an analysis of the projected costs to departments paying the increased fees or new fees)

B. If fee(s) relate to room rental, demonstrate that there exists a demand for these particular rooms by more than one department.

Part V: Supporting Documentation

___ I have attached a functional spreadsheet, organizational chart, and/or other documentation to support this request (include floor plan if request relates to room rental fees)
[If yes, please list briefly here]

Part VI: Approval of Request

By signing, the dean/vice president/vice provost asserts that the need requested here cannot be met within existing space controlled by the College/Division.

Signature of Dean/Vice President/Vice Provost: ________________________________

Printed Name: ________________________________ Date of Approval: ___/___/___

Send completed form and all attachments to: John Adams, Assistant Vice President, 437 Day Hall or jca232@cornell.edu. Call (5-2676) or e-mail with questions.

Part VII: Interdepartmental Fee Committee Action:

Received by Committee: Date: ___/___/___

Disposition: [Date: ___/___/___]

Notes;

v. 10/25/12