

Fee-for-Service Survey

Please provide the information for each fee-for-service account:

2XX-XX-XX:

Account name:

If you have any questions about this survey, please contact Robin Jones in the Controller's Department (Financial Accounting and Reporting) at riedell@iastate.edu or 294-6388.

Is the above fee-for-service account:

- Active: Using now or plan to use in the future**
- Inactive: Activities completed and account needs to be closed. All funds have been received and costs incurred. If a balance remains, you must process a transfer transaction to zero the account**

The individual(s) listed as Operations Supervisor(s) below will receive notices and inquiries about the fee-for-service account and its operations. The individual(s) listed as Rate Development Contact(s) will receive inquiries specific to the rates for the fee-for-service operation. The Operations Supervisor and Rate Development Contact may be the same individual.

OPERATIONS SUPERVISOR(s)	SUPERVISOR(s) EMAIL	SUPERVISOR(s) PHONE #

RATE DEVELOPMENT CONTACT(s)	RATE DEVELOPMENT CONTACT(s) EMAIL	RATE DEVELOPMENT CONTACT(s) PHONE #

1. Please provide a description of the services performed by this fee-for-service operation.

2. Please provide location(s) where this fee-for-service operation performs services. If more than one location is used, provide a brief description of the services in each location. Do not include office space used regularly for non-fee-for-service activities (such as teaching and research), even if the space is used incidentally for fee-for-service activities.

BUILDING(s)	ROOM(s)	DESCRIPTION OF SERVICES

3. What were the total sales revenue for FY2012 (7/1/11-6/30/12) for this fee-for-service account?
 \$_____ If inconsistent with receipts per WebFM, please explain.

4. Are there any other funding sources for this account other than sales revenue? If so, please provide a general description of other funding sources (e.g., general fund or department subsidies or transfers). For example, salaries and benefits for personnel performing work being subsidized with departmental funds.
5. Based on FY2012, provide the estimated composition of customers to whom services were provided based as a percentage of total sales revenue for this fee-for-service account. If information is not readily available, please try to estimate each customer group's percentage. Do not leave blank.

INTERNAL CUSTOMERS	Percentage of Total Sales
• Federal Sponsored (accounts beginning with 401 through 437)	
• Other Sponsored (accounts beginning with 4XX)	
• All Others (any other university accounts)	
EXTERNAL CUSTOMERS	
• Federal Entities and Entities Paying with Federal Funds	
• State and Local Governments	
• Customers Outside of the United States	
• Private Businesses	
• All Others	
TOTAL OF ALL CUSTOMERS (100%)	

6. What type of written contract do you use with your external customers? (Check all that apply)
- ISU form contract, agreement, or memorandum of understanding (University Counsel Contract Basics)
 - Terms and conditions on fee-for-service website or on back of fee-for-service order form
 - Customer's contract, agreement, memorandum of understanding or purchase order
 - None
 - Other (Please explain)
7. If in response to Question 5 you indicated that a percentage of the account's total sales were from federal entities, entities paying with federal funds, or private businesses and if you use a written contract with your external customers, please provide an estimate of the number of such contracts signed in FY2012 and examples of these agreements.

8. Does this fee-for-service operation purchase equipment directly from this account?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Does this fee-for-service operation generate revenues by using any equipment originally acquired with federal funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Is equipment depreciation included in the fee-for-service rates for this operation? (If there is no equipment, please respond N/A.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Does this operation ever charge internal customers more than all actual costs? (If yes, please explain the reason for charging more than cost)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Does this operation charge all internal customers the same rate? (If no, please explain.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. If this fee-for-service operation has external customers, are external customers charged at least the internal customer rate, plus the University 3% admin fee? (If no, please explain.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Are the rates for this operation reviewed and adjusted at least annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

15. Please provide a copy of your most recent rate review and rates.

16. Please provide equipment inventory tag numbers for equipment used in this service center's operations. Only include equipment with a purchase price of \$5,000.00 or more.

17. Does this fee-for-service operation maintain an inventory of goods/products for resale? Yes No

If Yes, please respond to the following:

- Please check the type of inventory system that best reflect this operation's process for verifying inventory.
 Perpetual Periodic Other: Please explain below
- What was the estimated value of this operation's resale inventory at 6/30/2012?
\$ _____

18. Are there any comments or additional information you would like to provide?