Create Request: “New Fee For Service (FFS) Account”

The purpose form to route new Fee For Service program request to both Financial Accounting and Reporting and the Office of Compliance. It also creates an official record of request for these programs.

**Step 1:**
Search for “Create Request” and select “Program New – Fee For Service”

**Step 2:**
Complete the form. NOTE: It is recommended to meet with the Office of Compliance prior to requesting the new FFS.

Describe what type of program is being proposed by the requestor.

Detailed explanation of what types of goods/services will be provided by the requestor and how they contribute to ISU’s objectives.
What is the Cost Center associated with this Program? (Required)

In which IRT Hierarchy does the IRT of the requested Program belong? (Required)
- IRT1035 FEE- Fee for Service
- IRT1077 EXOUT- Extension Outreach Fee for Service

What should the default Revenue Category be for the new Internal Service Provider? (Required)
- RC10037 - Internal Income Misc
- Other Revenue Category

An Internal Service Provider will be created for this Program, is a Department Detail Worktag required on the ISP? If so, which Department Detail? (Required)

Is there a related Assignee ID on the Program? If so, please list the Assignee ID on the Program. (Required)

If this is an AES or Athletics Program, what should the allowed Department Detail Hierarchy be?

If this is an AES Program, what is the related Field Number?

If this is an AES or Extension Program, does it belong in 5% or 100% Redirect?
- 100% Redirect
- 5% Redirect
- N/A
Rate calculations and relevant financial information must be included in the attachments for approval.

The Office of Compliance will meet annually with all FFS accountholders for a program review.