

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.

The screenshot shows a web interface for creating a request. At the top, a search bar contains the text 'create request'. Below it, the main heading is 'Create Request'. A dropdown menu for 'Request Type' is set to 'Program New - Fee for Service'. A blue header bar reads 'Program New - Fee for Service'. Below this, there are links for 'Request for Fee for Service.', 'Request for New Worktag Quick Reference Guide', 'IRT Hierarchy List', and 'Internal Revenue Categories'. A text input field is labeled 'Describe the Request *'. Below this, there are two more input fields: 'Proposed Program Name: (Required)' and 'Purpose of Program: (Required)'. An orange 'OK' button is visible on the left side of the form.

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

Describe how this Program relates to the mission of ISU.

ISU Fee- For-Service policy and directions for rate calculation can be found at www.controller.iastate.edu/far/feeforservice.htm

(Required)

Please provide location(s) where this fee-for-service operation performs services. If more than one location is used, please 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.

(Required)

Who are your intended Fee for Service Customers?

(Required)

- Internal customers billed intramurally. Sales providing goods and/or services to ANY accounts within the university system. If an account can be billed using an Internal Billing or a Service Billing, the customer must be charged the approved internal rate. This includes billing of ISU sponsored funding accounts and departments.
- External customers billed through Accounts Receivable and/or cash sales. Sales of good or services to external non-university customers. Students and employees of the university are considered to be external customers when purchasing goods and services for personal use and/or educational purposes. If this box is checked, complete the questions below.
- Both
- N/A

To be completed if providing goods or services to external customers
(Required)

If you answered the above question about providing good or services to external customers with the answers #3, #4, and/or #5 it is required that you attach a contract.

Drop files here

or

Select files

Attach a sheet detailing how the rates were developed. See www.controller.iastate.edu/far/feeforservice.htm for details of what needs to be documented.
(Required)

Drop files here

or

Select files

Please provide the ISU equipment tag number(s)
(Required)

What are the anticipated annual sales?

(Required)

Fee for Service additional information

(Required)

Is any equipment or space you are using for these activities funded with federal or state contracts/grants?

(Required)

- Yes
- No

I understand that the Program is not to operate in a deficit position and the department or college/administrative unit will be responsible for covering any deficits. In addition, I understand changes in the purpose, types of services and/or intended customers of Fee-For-Service Programs, require approval of the Controller's Department (Financial Accounting & Reporting Office). Please Type your Full Name in the box below.
(Required)



enter your comment

Attachments

Drop files here

or

Select files

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.