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Application for a New Restricted License
Or Request for License Re-activation

(To be used for billing product/service provided to a restricted account)

New Re-activation _____
License Number Submission Date

Managing/Owning Department: _____
Name Dept/Sub No.

Service Center Name: _____

Service Center Location: _____
Building Floor Room(s)

Service Center Address: _____

Description of Product/Service: _____

Manager/Administrator of Service Center: _____
Name

Title

Tel No.

Email Address

Notes/Comments

Financial Information

Person responsible for service center rate(s) calculation and supporting documentation:

Name	Title	Tel No.	Email Address
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For each service center account or for each service rate within a service center account please provide the following information:

Service Center Account No: _____

Products or Services Provided: _____

	Prior Fiscal year Actual	Next Fiscal Year Budget
Total Annual Operating Expenses:		
Annual Charges to federal Award:		
Annual Charges to Other		
Annual Operating Revenues:		
Internal Users:		
External Users:		
Annual Operating Transfers:		
To Service Unit:		
From Service Unit:		
Balances Available:		

Required Documentation

Please check each box to confirm that all required information is attached. For any unchecked box, please indicate date when we can expect to receive the information.

<input type="checkbox"/>	Account(s) used to track service center activities.
<input type="checkbox"/>	Description of the rate(s) setting process.
<input type="checkbox"/>	Description of the rate(s) setting process.
<input type="checkbox"/>	Current rates for specific products/services
<input type="checkbox"/>	Detailed rate(s) calculation.
<input type="checkbox"/>	Description of internal and external users and percent of activity.
<input type="checkbox"/>	Explain how equipment is purchased and depreciation tracked, if applicable.
<input type="checkbox"/>	Equipment inventory list with CUID Asset Tag, if applicable.
<input type="checkbox"/>	Description of billing practice.
<input type="checkbox"/>	How are subsidies treated? Who is responsible for deficits?

Other Comments/Notes
