UNIVERSITY CONTROLLER’S OFFICE
INTERNAL SERVICE PROVIDER (ISP) APPLICATION

Please choose one:

**Service Center/Core Facility**
Yes ☐ No ☐

**Definition** – A Service Center is an operating unit established to provide goods and services to the university community, including both internal (including sponsored awards) and (incidentally) external customers.

**Example:** Material Science & Engineering offers the use of specialized equipment or the use of professional services for an established approved rate.

**Internal Fee-For Service Unit**
Yes ☐ No ☐

**Definition** – An Internal Fee-For-Service Unit provides goods and services primarily to the internal university community and **does not** charge sponsored awards.

**Example:** Media Services provided to RU departments.

Please answer all questions below:

1. Unit (Name & Unit Value) __________________________________________

2. Division (Name & Division Value) __________________________________

3. Department (Name & Dept Value) _________________________________

*Last Revision: August 2019*
4. Is there any other Unit/Department already providing this service?

   Yes  No  Not Sure

   If yes, which one?_____________________________________________________________________

5. Will services be provided internally? Yes  No

6. Will services be charged to Sponsored Projects? Yes  No

7. Will services be provided to external customers? Yes  No

8. What is the expected volume (# transactions) of annual transactions associated with the service being provided?

   _________________________________________________________________________________

9. What is the expected annual revenues and expenses associated with the service being provided?

   Revenues  $_______  Expenses  $_______

10. Please provide a detail description of the service being provided.

    _______________________________________________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________
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Please remit completed questionnaire to cost@finance.rutgers.edu