



Division of University Accounting
Rutgers, the State University of New Jersey
33 Knightsbridge Road · Piscataway · New Jersey 08854

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) _____

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.

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