REQUEST TO ESTABLISH AN AUXILIARY OPERATION

To be considered for approval as an auxiliary operation, a proposed activity must:

1. clearly support the University's mission of instruction, research, and public service,
2. be an ongoing activity (not time-limited), and
3. generate revenues exceeding $10,000 annually. (Note: Certain activities such as Materials and Supplies Fees may generate less than $10,000.)

If the above requirements are met, both the Request to Establish an Auxiliary Operation Form (including a rate schedule and detailed rate methodology) and the FSU Department ID Form should be completed and submitted to the Budget Office for review and approval by the parties listed on page 4. Once the auxiliary request has been approved, the Budget Office will notify the auxiliary department, and operations may commence.

Responses below should match those provided on the FSU Department ID Form:

Department Title (30 characters): PCC Orient & Other Student Fee

Dean/Director/Department Head/Chair (DDDHC): Melissa Conner

Budget Manager: [Lucy Lewis]

Contact Person for this request: Dan Nix  Phone Number: 850-770-2111

Please sign to indicate that you have reviewed Florida State University's Auxiliary Policy (available at http://policies.vpfa.fsu.edu/bmanual/budget.html), and that the information provided in this request is complete and accurate to the best of your knowledge.

[Signature]  7/7/2014

[Signature]  7/7/2014

Budget Manager

To be completed by the Budget Office:

Enterprise Auxiliary

Sales and Services of Educational Activities

Sales and Services of Non-Educational Activities

OH Assessment %:  

Approved By:  

Date:  

Department ID: 383035
Request for Auxiliary Operation – Questionnaire

For questions, call the Budget Office at 644-4203.

Please attach proposed rates and a detailed and auditable rate methodology. If additional space is needed to answer any of the questions below, please include an attachment. Requests for online courses must be coordinated by Academic & Professional Program Services (APPS). Requestors should contact APPS prior to completing this form.

1. Has the Budget Manager listed on page 1 completed the appropriate FSU Training? ☑ Yes ☐ No
   (Visit http://omni.trainings.fsu.edu/ for more information on training opportunities)

2. Indicate the method that will be used for accepting collections: [Cashier Department in the Baron Building, Cash Register, X Building, FSU Card Center, IDR]

3. Will this Auxiliary be collecting over $1,000 in cash, checks or credit card charges? ☑ Yes ☐ No
   If so, this activity will need to be approved as a cash collection point.
   (Visit http://controller.sfa.fsu.edu/Treasury-Cash-Management for the cash collection point application or more information)

4. Please write the official Mission Statement or purpose of the Auxiliary.

All new undergraduate, degree-seeking students are required to attend the University orientation program. This direct service facilitates entrance to all academic programs by teaching students about University policies, procedures, and opportunities. Currently there is no orientation fee charged. The purpose of the account, therefore, is to collect a $35 orientation fee and to pay for expenses related to providing this educational support service.

5. Indicate the building and room number where the primary operations will occur: Various buildings and rooms.

6. Is the activity currently being performed through another entity? ☐ Yes ☑ No
   If “Yes”, please explain.

7. Will the activity involve E&G support? ☑ Yes ☐ No
   (Example: the use of E&G space, positions, equipment)
   If “Yes”, list the E&G positions or describe the other support in detail.

8. Many proposed auxiliaries are actually contracts that should be under the purview of Sponsored Research Services. Have you contacted SRS and ruled out this possibility? ☑ Yes ☐ No
   If “Yes”, with whom did you speak? (Currently main campus has an Auxiliary providing the same service. We are requesting same type Aux.

9. Do you plan to do business with federally sponsored contracts and grants? ☑ Yes ☐ No
   The U.S. Office of Management and Budget has identified certain costs that may not be charged to federally sponsored contracts and grants, directly or indirectly (including federal flow-thru funding). Auxiliaries should ensure that rates charged to federally sponsored contracts and grants do not include unallowable costs. For more information contact Sponsored Research Services.

10. What is the source and amount of start-up funding for the new auxiliary operation?
11. Will this auxiliary pay for any employee positions?  
   ◐ Yes  ◐ No  
   If “Yes”, provide an attachment that shows the following data for each:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Annual Gross Pay or Hourly Rate</th>
<th>FTE</th>
</tr>
</thead>
</table>

Position Number is only required if an existing position is to be used.

12. Estimate revenue and expense for the initial fiscal year and the next two fiscal years:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
</tr>
<tr>
<td>Add: Revenue</td>
<td>$14,000</td>
<td>$14,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Available</td>
<td>$14,000</td>
<td>$14,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$4,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>$14,000</td>
<td>$13,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$0</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

| Cash as a % of Expenditures | 0.00% | 7.69% | 15.38% |

*Please consider the possibility of an Overhead Assessment (OHA) charge that will be transferred out beginning in year 3. For more information about the OHA and special agreements see [http://www.budget.fsu.edu/Auxiliaries](http://www.budget.fsu.edu/Auxiliaries).

13. Identify the entities to which you will provide sales or services, and the projected percentage of revenue for each:

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Customers</th>
<th>Projected Sales</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Your own department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G within your department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other FSU departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G from other departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>External</td>
<td>Students</td>
<td>$14,000</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Other State agencies</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other outside Customers</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$14,000</td>
<td>100%</td>
</tr>
</tbody>
</table>
14. In some cases, sales tax should be collected. Will you be collecting tax?  ☐ Yes  ☒ No

(Visit http://controller.stjohns.edu/Tax-Administration/Tax-Resources-for-Faculty-and-Staff/Frequently-A... for more information)

The Budget Office will obtain the appropriate signatures below.

Please sign below to indicate you have reviewed and/or approve the information contained within this package.

Michael Lyle
Budget Office

N/A
Office of Audit Services

Page 3 of 4

Pamela King
Sponsored Research Services

Anne LaRiccia
Office of the Provost

Lynne Conlin
Controller's Office

7-28-2014
Date

8/4/14
Date

7-30-14
Date

8/11/14
Date

Auxiliary Service Board
Establish a New Department ID

Please return to the Budget Office (Fax: 4-9622, Email: budget@admin.fsu.edu, or MC: 1360)

Complete all items. If additional space is needed to answer any of the questions below, please include an attachment. For questions, call the Budget Office at 644-4203.

Department ID you wish to use (6 digits) 3 0 3 0 3 5
Description (30 characters) PCC-Orient & Other Student Fee
Short Description (10 characters) PC-Orient

1. Purpose/Mission of Department

   All new undergraduate, degree-seeking students are required to attend the University orientation program. The purpose is to collect the orientation fee and to pay for expenses related to providing this educational support service.

2. Division

3. School/College Panama City Campus

4. Area PCC Student Affairs

5. Signature Authority: There must only be one Dean/Director/Department Head/Chair (DDHDC) and one Budget Manager. OMNI allows for multiple Authorized Signers. The DDDHC is ultimately responsible for the department.

   Name
   DDDHC Melissa Conner
   Budget Manager Lucy Lewis
   Signer Dan Nix
   Signer Trina Jackson

6. Will this department cost-share with C&G? No

   If yes, indicate Project ID

7. Specify fund type to be used with this department ID (check only ONE)

   ○ Re&G ○ C&G ○ Auxiliary ○ Agency/Suspense ○ Student Activities
   ○ Technology Fee ○ Vending ○ Athletics ○ Loans/Scholarships

8. This activity is related to (check only ONE)

   ○ Instruction ○ Research ○ Panama City Branch ○ Administrative & General
   ○ Plant Operations & Maintenance ○ College of Medicine ○ Libraries
   ○ Organized Activities Related to Instruction ○ Other

9. Which Budgetary Account categories do you plan to use?

   ☑ 710000 - Salary ☑ 720000 - OPS ☑ 740000 - Expense ☐ 760000 - OCO ☐ Other

10. Contact Person for this Request Dan Nix

    Phone # 850-770-2111

    Official Budget Office Use Only

    Processed By
    Date
    Approved
    Function Class
    PCS Code
    Waiver
    CIP Code
    Multi CIP
    Multi CIP

BUD-1 Revised 01/2012