SERVICE CENTER APPLICATION

WASHINGTON STATE UNIVERSITY
GENERAL ACCOUNTING
PULLMAN, WA 99164-1025

See 30.15 for instructions.

☐ NEW APPLICATION ☐ RENEWAL

NAME OF SERVICE CENTER		SERVICE CENTER ACCOUNT (pro/bud/proj)
SPONSORING DEPARTMENT		MAIL CODE
SERVICE CENTER MANAGER	MANAGER TELEPHONE	MANAGER E-MAIL

CLIENT CATEGORY
Check all that apply.

1 ☐ University Departments/Organizations (IRI Transactions only) (Recharge Operation)
☐ Federal Accounts (IRI Transactions only) (Recharge Operation)

2 ☐ WSU Faculty, Staff, or Students (personal transactions) (Enterprise Account)

3 ☐ External Community (Enterprise Account)

CLIENT DESCRIPTION

- attach additional sheet if necessary-

JUSTIFICATION

- attach additional sheet if necessary-

PROPOSED SERVICE -- DESCRIPTION AND SCOPE

- attach additional sheet if necessary-

APPROVALS

SERVICE CENTER MANAGER NAME	SERVICE CENTER MANAGER SIGNATURE	DATE
DEPARTMENT CHAIR / DIRECTOR NAME	DEPARTMENT CHAIR / DIRECTOR SIGNATURE	DATE
DEAN / VICE PRESIDENT NAME	DEAN / VICE PRESIDENT SIGNATURE	DATE

DO NOT WRITE BELOW THIS LINE

Revenues will be recoveries to the sponsoring account. ☐ Yes ☐ No	Approved rate (s) per unit
Service Center Account (pro/bud/proj)	Approval by General Accounting Date