

**Workday Financial Data Model - Service Center Additional Information Form**



**Requestor to Complete All Sections**

Name of Service Center: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_

\_\_\_\_\_

Estimated Annual Sales/Revenue \$: \_\_\_\_\_

Will Internal Sponsored Projects (GR's) use this service center? (Y/N) \_\_\_\_\_

Is there an Expectation to Generate Revenue from Non-UR Sources? (Y/N): \_\_\_\_\_ (If Y, provide user types below)

Expected Users (Commercial, Educational, Institutions, University Personnel, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intended Method of Billing (Check all that may apply):

Dean's Office Integration: \_\_\_\_\_

Department Journal Entry: \_\_\_\_\_

Other (explain): \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This form is to be completed and attached to the New FAO Request questionnaires in UR Financials if a Service Center FAO is being requested.**

**Other Attachments include: Service Center Budget support including rates; support documentation confirming the substantive approvals of the Chair and Dean's Office or other authoritative body.**

**Service center Policy and Guidelines can be found:**

**<https://www.rochester.edu/adminfinance/finance/office-of-research-accounting-and-costing-standards-oracs/oracs-policies-procedures/>**