**Signature Page**

*Prepared By:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Printed Name Date

**The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.**

*Chair/Associate Dean/Associate VPAA: College Dean*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_
Signature Date Signature Date

**By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.**

*Chair of the Special Course and Academic Fees Advisory Committee:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

*Provost*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

*President*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
Signature Date

Fiscal Year Review (Ex. FY15): \_\_\_\_\_\_\_

Department/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the course(s) or program(s) for which this fee applies:

|  |
| --- |
|  |

Please complete the expenditures chart below (obtain this from the Ledger History report you attach).

|  |  |
| --- | --- |
| **Description** | **Amount** |
| **Revenue Collected this Fiscal Year***(obtain this from the Ledger History report you attach)* |  |
| **Expenditures/Encumbrances***(obtain this from the Ledger History report you attach)* |  |
| *Personal Services (500000-599999)* |  |
| *Travel (600000-699999)* |  |
| *OS&E (break these down by account number)* |  |
|  714000-Supplies and Materials |  |
|  715000-Repairs and Maintenance |  |
|  719000-Rents(Non Real Estate) |  |
|  720000-Insurance and Bonding |  |
|  727000-Other Operating Expense |  |
|  733000-Software |  |
|  742000-Publications and Printing |  |
|  743000-Equipment(Small Value) |  |
|  744000-IT Equipment(Small Value) |  |
|  748000-Real Estate Rentals |  |
|  751000-Per Diems & Fees |  |
|  753000-Contracts |  |
|  771000-Telecommunications |  |
|  781000-Scholarships |  |
|  783000-Stipends |  |
| *Equipment* *800000-899999* |  |
| **Total Expenditures/Encumbrances** *(add all expenditures listed above)* |  |
| **Difference** *Subtract your total expenditures/encumbrances from your total revenue (If expenditure/encumbrance exceed revenue make sure you include a minus sign.)* |  |
| **Percent Difference***Divide the Difference by the Revenue collected (If expenditures/encumbrances exceed revenue make sure you include a minus sign.)* |  |

**Narrative:** *Answer the following Questions*

1. If your percent difference is greater than 10% over or under the revenue describe why this happened. Also, explain what you will do differently next FY to ensure that the difference over or under the revenue does not exceed 10% in the future. If it is not greater than 10% then leave this question blank.
2. Do you feel that you need to increase or decrease your fee amount? Explain this below and remember to submit a new application changing the fee amount along with this review. If the answer is no then leave this questions blank.
3. Did you have any unusual expenditures/encumbrances that were not originally approved for this fee? For example, personnel related expenses, salaries, media services charges, background investigations for the purpose of hiring, and subscription services are not typical expenditures/encumbrances for course/program fees. If you were not originally approved for those types of expenditures/encumbrances then explain why they were included.

**Attachments** After producing the following attachments convert them to PDFs if they are not already a PDF. Convert this form to a PDF also. Combine **ALL** PDFs into a single PDF and submit this single PDF to the chair of the SCAPFA Committee. We will no longer accept multiple documents.

1. Run a Ledger History Report (from People Soft Financials) for all 12 months of the fiscal year.
2. Create a spreadsheet explaining each expenditure/encumbrance listed on the ledger history report so that a committee member understands what was actually purchased. The spreadsheet must include the following: Item description, cost, the date listed for “expended/encumbered” for this item on the ledger history.