NAU Rate Review and Approval for Service Centers

Rate Review Group Members:

Chair: Kevin Johnson, Assistant Comptroller

Members: Alisa Badenhorst, Budget Administrator

Kerri Byrd, Director Sponsored Projects Services

Bjorn Flugstad, Assistant VP, University Budget Office

Tom Greene, Animal Care Manager

This group advises the Associate Vice President, Comptroller’s Office, who reviews and recommends approval or disapproval of: requests to establish new recharge and other income-producing activities, establishment of new service center rate(s) or revisions to existing service center rate(s) as submitted by Service Centers and other income-producing activities, and proposed corrective action presented by staff in response to an annual review of all existing service center rate(s) and income-producing activities. The group will review University and other policy proposals affecting recharge and other income-producing activities.

Step 1: Once the Service Center has developed their rate(s) then a cover letter requesting the review of the rate(s) along with documentation of how the rate(s) were developed will be submitted to the group for review.

Step 2: The group will review the request for either approval or denial. A knowledgeable person who had major participation in the rate(s) development will be present at the meeting to answer questions and address concerns that the members of the group may have.

Step 3: NOTE IN BOTH CASES A COPY OF THE LETTER TO THE ASSOCIATE VICE PRESIDENT, COMPTROLLER’S OFFICE, WILL BE SENT TO THE CONTACT PERSON FOR THE SERVICE CENTER.

1. Once the rates have been approved by the group, the chair will create and send a letter to the Associate Vice President, Comptroller’s Office, with recommendations for final approval of the rates and the effective date of the new rate.
2. If the rate(s) are denied by the group then the chair will create and send a letter to the Associate Vice President, Comptroller’s Office, stating the reasons for denying the requests.

Step 4: The Associate Vice President, Comptroller’s Office will then sign the letter, acknowledging he agrees with the group’s decision and return it to the Chair.

Step5: The Chair will then distribute the counter signed letter to the Service Center.