**Service Center Questions**

What is the total operational budget for the center?

What services are provided? Describe the services provided and the rates if available.

Will any services be for the fabrication of equipment?

Definition: **FABRICATION OF INVENTORIAL EQUIPMENT**

A  fabrication, also called a "fab" is a  non-expendable, tangible, personal property, physically constructed by a campus activity and when completed has a total acquisition cost of $5000 or more, can stand alone and has a normal life expectancy of two years or more. Usually, various off-the-shelf equipment components, materials, and supplies are incorporated in such equipment.

Who are the employees associated with the services? Provide an organizational Chart if available. Include anyone who provides the administrative support for the services. Who process the expense and revenue transactions etc?

What is their annual pay including Fringe Benefits?

What percentage of their time or FTE is used in providing each service?

What equipment is used? Was any of the equipment federally purchased? Provide a complete list of all equipment.

What operational costs do you incur? Supplies, chemicals, service or maintenance contracts etc?

What Advantage accounts are used for expense and revenue activity?

Who are the users of your services? NAU internal customers, External customers?

What is the volume level of the services provided across all customers?

Describe the physical space that is used. What rooms, building are the services conducted?

What are the service revenues used to support?

Does the center receive any support from the university central or VP Research in addition to the revenues generated by the service activities?

What other activities are supported by the service center revenues?

What other activities are performed in the center facilities other than the services that are invoiced?

Are any of the services provided for free or at reduced rates to some customers?