

Language to be added to Service Center Waiver Instructions:

If the Service Center Director has decided that a particular service(s) is no longer active, please have the Service Center Administrator email jjchen4@ncsu.edu giving the Rate Name Code and the Rate Name that will no longer be active. If the entire service facility is no longer active, please have the Service Center Administrator email jjchen4@ncsu.edu giving the Facility Code and Facility Name that will no longer be active.

If a facility and the associated rates/services will still be active but no longer charge C&G projects and/or External Federal Customers, there are two options:

- 1) If the College does not want to use the online service center module to develop a use rate for non C&G projects or External Federal Customers, the Service Center Administrator should email jjchen4@ncsu.edu giving the specific Rate Name Codes and Rate Names for all services that will no longer charge C&G projects or External Federal Customers. If the entire Facility will no longer charge C&G projects and/or External Federal Customers and the Service Center Director does not want to develop a rate for non C&G projects and/or External Federal Customers through the online module, the Service Center Administrator should send an email to jjchen4@ncsu.edu giving the specific Facility Code and Facility Name.
- 2) If the College wants to use the online service center module to develop a use rate for non C&G and/or External Federal Customers, the Service Center Initiator may uncheck the box on the Rate Request form ("Charging C&G Sponsored Projects or External Federal Customers") and submit the rate. The rate will NOT be routed to the Office of Cost Analysis for approval. The final approver on this type of rate will end with the College Financial LEAD.

If you have any questions regarding these scenarios, please contact the Office of Cost Analysis at 5-1885 for further assistance.