

Miscellaneous Fees
Establishment and Budgetary Review

MISCELLANEOUS FEE REQUEST

The following information is required for the establishment of a new Miscellaneous Fee or adjustment of an existing Miscellaneous Fee:

Department/Division: _____

Requesting Unit: _____

Contact Person: _____

 Email _____

 Phone _____

1. Which of the following does this request concern? (Please choose one)
 Proposal of a New Miscellaneous Fee
 Increase to an existing Miscellaneous Fee
 Decrease to an existing Miscellaneous Fee

2. If this is an existing fee please provide the FOAPAL. _____

3. Provide a brief description of the basis for the proposed or increased fee.

4. What is the name and amount of the proposed fee?

5. If this fee affects retirees, have you consulted with the appropriate group?

6. On the attached page (Attachment 2), provide a detailed breakdown of the fee calculation proposed, including all projected expenses. If this request is to change an existing fee, complete the prior year actual column as well as the current year projected income and expenses portion.

