Steps to Open a New IFR Service Center Account

1 — Department/Service Unit Determines Purpose of New Account/Service

2 — Department/Service Unit Obtains Approval From Department Dean or Chairperson

3 — Department/Service Unit Submits Request to VP Area for Approval

4 — Department/Service Unit Contacts Accounting to Develop Rate or User Fee and Determine if Fee is Consistent With University Policy

5 — Accounting Submits Rates to VP Area for Review and Approval

Approved? — No

Yes

6 — VP Coordinator Requests Accounting to Create Account

7 — Accounting Submits Rates to University Controller for Final Approval

Approved? — Yes

8 — If Required University Controller Submits Request to SUNY Central for Approval

Approved? — No — Stop and Re-evaluate Rate

Yes

9 — Accounting Submits New Account Request to SUNY System Administration

10 — Accounting Informs All Interested Parties of the New Account

11 — Rate is Reviewed at Least Every Two Years by Department and Accounting

12 — Accounting Submits Updated Rate to University Controller for Approval