

Request to Establish a New Service Center

Revised 4/12/24

In order to establish a new service center, complete the information below and submit this request to Cost Analysis (CA) for review and approval. Please note that this request must be endorsed by the Head/Director of the requesting department/laboratory/center/institute (DLCI) in order to be considered.

For the MIT Service Center Policy and MIT Service Center Operating and Accounting Procedures, please refer to <https://research.mit.edu/research-policies-and-procedures/service-center-policy/>.

(*Asterisked items may be included on a separate memo or schedule)

- Today's Date:
- Service Center Name:
- Physical Location:
- Start Date (for the SAP internal order):
- Supervisor's Name/Address:
- Addressee's Name/Address:
- Profit Center Number:
- Fund Center Number:
- Description of the goods/services to be provided*:

- Detailed Annual Budget (estimate)*:
- Detailed Annual Usage (estimate)*:
- Initial User Rate (based on estimates above) and calculation*:

- Assessment of the customer base*:
- Description & location of Service Center Equipment (if applicable):
- Original Funding Source(s) for Service Center Equipment (if applicable):
- MIT Property Tag Number(s) of Service Center Equipment (if applicable):

Statement of fiscal responsibility and signature/approval of the DLCI Head/Director

I endorse the establishment of this service facility and understand that my department/lab/center must operate it in accordance with MIT policies. In addition, my department will take full fiscal responsibility for this facility, including any unbilled deficit balance.

_____ (Signature of DLCI Head/Director)