# Request to Establish a New Service Center

In order to establish a new service center, complete the information below and submit this request to the Office of Cost Analysis (NE18-901) for review and approval. Please note that this request must be endorsed by the Head/Director of the requesting department/laboratory/center (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-resources/core-facilities-and-service-centers/establishing-and-managing-service-center>.

(\*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 and 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.

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(Signature of DLCI Head/Director)