

**Dartmouth College  
Service Center Policy  
Appendix A – Approval Matrix**

<b>Approval Matrix</b>	Service Center	Recharge Center	Division - Fiscal Officer	Controller's Office - Financial Reporting Analyst	Controller's Office - Controller	Office Of Sponsored Projects - Director	Finance & Admin - CFO
Establish new recharge or service center,	submit forms	submit forms	approve	review	approve	approve	approve*
Questionnaire & Rate proposal**	submit proposal and analysis	submit proposal and analysis	approve	approve			
Review operations fiscal/breakeven	submit analysis	submit analysis	approve	approve			
Process billing	Submit charges	Submit charges					
Close recharge or service center			submit	process		review	
*if projected expense over \$100k							
**annually if expense over \$100k							
**every third year if expense under \$100k							