

**Am I a Service Center?**

Type of Operation	Explanation	Examples	Additional Detail
<b>Recharge Center (must comply with Service Center Policy)</b>	An operating unit or department that provides goods or services as a convenience to generally localized users within the internal Dartmouth College community. It charges users a fee retroactively based on actual usage and specific costs to recover some or all of the costs of those goods or services. Their budgeted expenses are generally less than \$100,000 per year; and they do not have physical space specifically dedicated and assigned to their operation.	Charges for use of fax, and copy machines, classroom technology services, media production group, and networked backups.	Recharge Centers are Service Centers.
<b>Service Center (must comply with Service Center Policy)</b>	An operating unit that provides goods or services primarily across the Dartmouth College community including sponsored projects. It charges users a fee retroactively based on a pre-approved rate and actual usage to recover some or all of the costs of those goods or services. It is not simply redistributing the cost of individual items or labor hours. They generally generate expenses in excess of \$100,000 per year; have physical space specifically dedicated and assigned to their operation; are not classified as OIA - other institutional activity.	Examples of service centers are machine shops, analytical services, instrument and computer facilities, and large volume copy operations.	DPMS - Dartmouth Printing and Mailing, Electronic Shop, Biology Microscopy, Chemistry, Animal Research, Electron Microscope, Bio Epi Informatics, Data Service Center (DAC), NCCC Cores (Cell Sort Analysis, OCR Operations, Immune Monitoring Lab, Microarray, Optical Cell Imaging).
<b>Specialized Service Facilities (must comply with Service Center Policy)</b>	An entity, as specifically defined in the federal government's Uniform Code that provides institutional services involving the use of complex or highly specialized facilities.	Wind tunnels and reactors.	There are currently no specialized service facilities at Dartmouth.
<b>Auxiliary (not a Service Center)</b>	An operating unit that furnishes goods or services to Dartmouth students, faculty, or staff. An auxiliary operation is managed as a self-supporting activity. Auxiliaries are not recharge centers or service centers.	Residence halls, dining services, computer store, all retail operations or those that regularly transact with non Dartmouth entites. They are expected generate revenue in excess or their expenses.	Residence halls, dining services, computer store, Hanover Inn, Skiway, Hanover Country Club, UPNE.
<b>All Other (not a Service Center)</b>	<b>GL Chart Strings:</b> A department that provides goods or services to internal Dartmouth users. These operations "pass through" the actual cost of product or service. These operations may charge for the cost of goods sold plus a uniform nominal markup or handling charge on items "sold." The markup or handling charge is intended to recover the direct operating costs of the departments operating activities. No separate funding or activity is needed. <b>PTAEO/Grants:</b> Follow existing OSP policy for cost transfer/simple reclass	Allocation of electricity bills, telephone bills. Redistribution of actual expense/cost of item or service.	Environmental Health and Safety (EHS) pass through expense for safety related items distributed to employee.