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

6. VP Coordinator Requests Accounting to Create Account

7. Accounting Submits Rates to University Controller for Final Approval

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

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

Approved?

Stop and Re-evaluate Rate

Yes

No