

Service & Activities Fee Base Funding Request Form

Admin Fee

Submitted By: Patrick Stanton, patrick.stanton@cwu.edu on 11/27/2024 3:35:22 PM

Pending Approval

2026-2029 Service & Activities Fee Base Funding Request Form

Program/Department Name

Admin Fee

Program Manager

Joel Klucking

Do you currently receive S&A Base Funding?

Yes

How does the program support the University's Vision and Mission?

<https://www.cwu.edu/about/mission-vision/>

The Administrative Fee is a negotiated amount between the S&A committee and the Administration. The administrative fee is an internal fee that allocates shared administrative support costs accumulated in the state general fund to self-support units benefiting from these services. Administrative support costs are allocated using a methodology that approximates the units' proportional benefit. This proposal is for the same \$ amount as in the previous year. The calculations show an increase, but stable funding and the ability to plan and budget is in the best interest of both the S&A Committee and the university. Therefore, the proposal is for the amount shown below even though the costs of providing the direct services are likely to increase during the time period. As such it is not anticipated that the direct services will be re-calculated each year and adjusted up, or down. The calculation methods used to approximate the costs of providing the services are in the attachment. See CWU Policy: CWUP 2-10-090 Internal Administrative Fee. The services provided are listed below as the title of the department and a brief description of the services.

How does your request support current CWU students?

A/P and Travel process all Accounts Payable & Travel vouchers/invoices and disburse payment for purchases of materials, supplies and services including employee and non-employee travel. HR processes all student PAF's IT costs include: software maintenance for the University's PeopleSoft and Oracle systems, and. Payroll processes all university paychecks, and prepares annual 1099's and W-2's. Purchasing administers all purchase orders and contracts to ensure compliance with all established policies, federal, and state regulations, as well as administers all Public Information Requests. Student Financial Services receives, collates and mails accounts payable disbursements for student and department accounts which includes S&A club activity

What metrics or assessment do you have (or intend to have) to measure the success of your program?

Percentage Usage= S&A voucher lines to total CWU voucher lines. Percentage Usage= Number of Personnel Action Forms (PAF's) to total University PAF's. Percentage Usage= Number of non-student S&A employees to total university employees. Percentage Usage= Number of non-student S&A employees to total university employees. Percentage Usage=Percentage of S&A employee paychecks processed to total university paychecks processed. Percentage Usage=Number of S&A purchase order lines to total university purchase order lines. Percentage Usage= S&A voucher lines to total voucher lines.

Is this program associated with enrollment in academic course or academic credit?

No

Identify your S&A funding category?

Support Costs for Student Activities & Programs

Did any organizational changes occur in your previous quadrennial in comparison to this quadrennial ask?

No

Current Annual Report*

Submit Base Funding Budget Form and Organizational Chart*

located: <https://www.cwu.edu/about/offices/services-activities/resources/index.php>

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Additional Documents (optional)*

[f4514463-0365-4d23-b969-17b1d272ca22.xlsx](#)