New Service Department Setup Process

1. **Department** emails Rate Analyst (RA) to request information on setting up a new service department (SD) at least six months prior to operating.

2. RA emails department the New Service Department Request Form.

3. **Department** completes New SD Request Form and emails forms to RA.

4. **Office of Cost Analysis (OCA)** meets with SD to discuss setting rates and RA sends template after meeting.

5. SD develops initial budget and rates and sends to RA to review.

6. RA reviews budget/rates and emails SD with questions and comments until rates are finalized.

7. Final rates/budget review is completed by the RA.

8. RA sends FMO form and new SD approval form to new SD to be filled out and signed.

9. New SD returns FMO form and approval form to RA via email.

10. RA writes commentary, signs approval form, and submits to Director for review.

11. Director reviews and submits questions/comments to RA.

12. RA discusses Director’s questions with new SD.

13. RA sends FMO form and new SD approval form to new SD to be filled out and signed.

14. **Office of Cost Analysis (OCA)** meets with VPR’s office to discuss inclusion of IDC in SD rates.

15. VPR notifies OCA if new SD can keep IDC and how much IDC to include in the rates.

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18. Director signs approval form and forwards new SD proposal to Controller.

19. Controller signs approval form and sends proposal back to RA.

20. RA emails FMO form to FMO and requests new account setup (cc’s SD on email).

21. FMO sets up new SD account and emails RA and new SD.

22. RA emails VPR’s office to notify them that account has been setup and rates have been approved.

23. RA requests new object code from FMO and notifies VPR when new object code has been set up.

24. VPR sends memo to Controller stating that new SD can keep the IDC.

25. **Director** sends memo to CFO and President who must endorse the new SD proposal.

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27. RA requests new object code from FMO and notifies VPR when new object code has been set up.

28. VPR sends memo to Controller stating that new SD can keep the IDC.

29. **Director** sends memo to CFO and President who must endorse the new SD proposal.

30. **Is new SD an SSF?**

31. **Yes**

32. **VPR** notifies OCA if new SD can keep IDC and how much IDC to include in the rates.

33. **Office of Cost Analysis (OCA)** meets with VPR’s office to discuss inclusion of IDC in SD rates.

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37. **Director** sends memo to CFO and President who must endorse the new SD proposal.

38. **VPR** sends memo to Controller stating that new SD can keep the IDC.

39. **Director** sends memo to CFO and President who must endorse the new SD proposal.

40. **Is new SD an SSF?**

41. **No**

42. **End**