

**Revolving Account Service Order Request**

Number	Initial Request	Annual Update
<p>In accordance with the terms and conditions of the Master Agreement Between the University of Hawaii and The Research Corporation of the University of Hawaii, the University hereby authorized the Corporation to establish a revolving account as follows:</p>		
<p>Title:</p>		
<p>UH Department/Institute:</p>		
<p>Effective Date(s):</p>		
<p>Principal Investigator/Project Manager:</p>		
<p>Designated UH Official:</p>		
<p><i>See reverse side for revolving fund purpose, description, financial and fiscal management plan.</i></p> <p><i>RCUH management fee will be charged.</i></p> <p><i><u>Special Condition:</u> The RCUH Board has limited the advance funding of revolving fund and SSF accounts to a maximum of two months of operating expenses; and further, that any exception to the policy must be approved by the President of the Corporation.</i></p>		
<p>Requested by: Principal Investigator/Project Manager (signature)</p> <p style="text-align: right;">Date:</p>		
<p>Reviewed by: Designated UH Official (signature)</p> <p style="text-align: right;">Date:</p>		
<p>Reviewed and Approved by: Department Chairman (signature)</p> <p style="text-align: right;">Date:</p>		
<p>Reviewed and Approved by: Dean/Director (signature)</p> <p style="text-align: right;">Date:</p>		
<p>Reviewed and Approved by: Office of Research Services (signature)</p> <p style="text-align: right;">Date:</p>		
<p>Accepted by: Executive Director, RCUH (signature)</p> <p style="text-align: right;">Date:</p>		

The Principal investigator/Revolving Fund Account Manager, in conjunction with the designated University official, shall prepare and attach the following prior to processing the Revolving Fund Service Order Request:

A. Description

Set forth a comprehensive description, including the purpose of the proposed revolving fund, including a statement of how the proposed revolving fund meets the criteria stated in Section 1.510.

B. Anticipated Users

Identify present and/or prospective users, including user funds source (e.g., federal, state, or private sponsored agreements, University G-funded projects, etc.)

C. Distribution Base

Set forth proposed unit basis for charging using projects for goods provided or services rendered, such as units of goods produced or time allocated (e.g., hour, day, or month) for respective job orders.

D. Annual Operating Budget

Provide an annual operating budget by major expenditure category which estimates the projected annual operating requirements of the proposed revolving fund activity.

E. Annual Recharge Rate(s)

Establish an annual user recharge rate which will usually equate to the annual operating budget divided by the total anticipated base units of goods or services to be provided, adjusted to amortize any variance (deficits/surpluses) from prior periods when applicable.

F. Variance Adjustments

Annual renewal request notifications (see RCUH Policies and Procedures Manual, Section 1.540, Annual Renewal and Financial Reporting) due to RCUH by May 15 each year, shall include an updated schedule, which includes the amortization of prior period deficits and/or surpluses as a part of setting a recharge rate(s) for the next fiscal/rate year.