

**Minnesota State University Moorhead**  
**FY 2005 Internal Service Charge Back Rates**

Central Service (Budget Manager, telephone ext.)	Account Balance		Annual Sales
	6/30/2003	6/30/2004	
<b>AV Media Service (Brittney Goodman, 2923)</b> No change. Actual material cost plus student labor	\$2,466	\$21,805	\$54,000
<b>Central Stores (Kim Samson, 2133)</b> No change. Cost plus 15% to cover employee salary (.50 FTE)	(\$23,420)	(\$22,399)	\$120,000
<b>IT Software (Les Bakke, 2300)</b> No change. Actual cost of software, mailing lists to university organizations at set rate	\$10,960	\$10,070	\$17,000
<b>Printing and Duplicating (Jan Guida, 2099)</b> No change. Charges based on actual service provided	\$144,932	\$82,452	\$397,000
<b>Copy Machines (Carol Kilsdonk, 2059)</b> Change in FY 2005: \$.08/copy Rate increase to comparable rate at surrounding copy sites and to cover annual cost of equipment leases and paper supply	(\$46,446)	(\$85,691)	\$76,000
<b>Mail Service (Mark Rice, 2062)</b> Change in FY 2005: actual cost for metered mail (i.e. \$.37 first class), Federal Express, UPS, or Automated Mail Service	(\$117,581)	(\$77,309)	\$257,000
<b>PBX Phone System (Mark Rice, 2062)</b> Change in FY 2005: \$12.40/telephone number/month Rate increase to cover employee salary (.50 FTE) and eliminate deficit from fraudulent long-distance calls. Telephone sets and supplies remain at actual cost.	new	(\$42,968)	\$306,000
<b>Motor Pool (Todd Stugelmayer, 2069)</b> Change in FY 2005: sedans - <b>\$.31/mile</b> ; mini-vans - <b>\$.31/mile</b> ; 15-passenger vans - <b>\$.41/mile</b> ; receiving van - <b>\$.41/mile</b> ; 15-passenger van without seats - <b>\$.50/mile</b> ; and cargo van - <b>\$.39/mile</b> . There is a <b>\$5.00 daily rate plus mileage for any vehicle with a \$10.00 minimum charge per vehicle use.</b> (e.g. If the daily rate plus mileage is less than \$10.00, a minimum of \$10.00 will be charged to the requesting department.)  The vehicle must be returned on the due date and time or earlier.  If the vehicle is not picked up within two hours of the designated pick-up time, the reservation will be cancelled and the \$10.00 minimum rate will be charged to the requesting department.  If a vehicle is returned with less than a half tank of gas, the requesting department will be charged \$3.00. There will also be a \$3.00 charge if the mileage card is not filled out.  The vehicle must be returned to the MSUM Physical Plant in the same condition in which it was received, except for ordinary wear and use. If it is necessary for the MSUM Motor Pool to perform a major cleaning job on a vehicle before it can be sent out again, a \$20.00 fee will be charged to the requesting department.	(\$42,460)	(\$40,475)	\$85,000