

August 21, 2009

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Charles D. Leffler  
Vice Chancellor for Finance and Business

SUBJECT: Administrative Service Charge

The appropriated budget underwrites most of the central support services for university operations. The Administrative Service Charge is assessed to auxiliary and trust units with projects in the range of 35XXXX – 399999. This assessment is intended to reimburse budget code 16030, Academic Affairs, for general administrative costs incurred by the university to support operational infrastructure such as payroll, accounting, budget, personnel, purchasing, human resources, public safety, background checks, etc..

Due to the current economic conditions and the need for all units to contribute to help cover the University's total budget shortage, an increase in the Administrative Service Charge is essential. Therefore, the rate is being increase to 2% for fiscal year 2009-10.

If you have any questions, you may contact Lorrie Nichols in the University Budget Office at [Lorrie\\_Nichols@ncsu.edu](mailto:Lorrie_Nichols@ncsu.edu) or 515-9232.

cc: Chancellor James Woodward