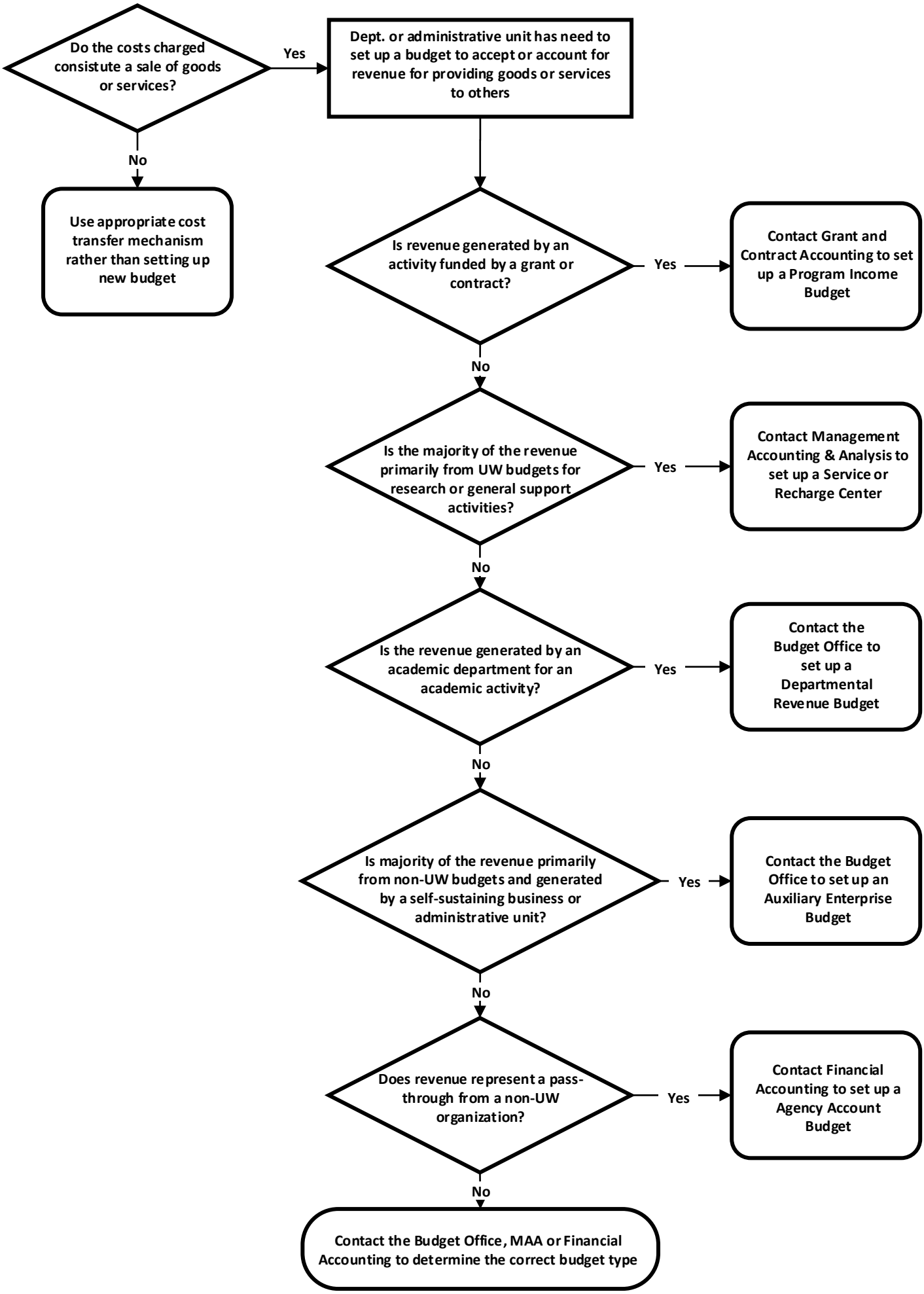
Do the costs charged consistute a sale of goods or services?
Yes
No
Use appropriate cost transfer mechanism rather than setting up new budget
Dept. or administrative unit has need to set up a budget to accept or account for revenue for providing goods or services to others
Is revenue generated by an activity funded by a grant or contract?
Yes
Contact Grant and Contract Accounting to set up a Program Income Budget
No
Is the majority of the revenue primarily from UW budgets for research or general support activities?
Yes
Contact Management Accounting & Analysis to set up a Service or Recharge Center
No
Is the revenue generated by an academic department for an academic activity?
Yes
Contact the Budget Office to set up a Departmental Revenue Budget
No
Is majority of the revenue primarily from non-UW budgets and generated by a self-sustaining business or administrative unit?
Yes
Contact the Budget Office to set up an Auxiliary Enterprise Budget
No
Does revenue represent a pass-through from a non-UW organization?
Yes
Contact Financial Accounting to set up a Agency Account Budget
No
Contact the Budget Office, MAA or Financial Accounting to determine the correct budget type