

Form 1410 FR.13 Instructions

Internal Service Providers: Registration

Revision Date: 12/08/10

Overview

These following instructions assist in the completion of the [ISP Registration Form](#).

Internal Service Providers (ISPs) are required to complete an ISP Registration form when initially registering the ISP and annually thereafter. Completed forms must be submitted to the ISP Standards Committee via General Accounting (as described in [Procedure 1410 PR.01](#), *Internal Service Providers: Registration and Annual Renewal*).

ISP Dept:	Input the home department of the ISP.
ISP Type:	This is the classification of the ISP [i.e., Specialized Service Facility (\geq \$1 million in expenses; or \geq \$250,000 of charges to federal awards), Recharge Center (no sponsored activity), GC-Recharge Center < \$100K (sponsored activity below \$100,000 annually), GC-Recharge Center > \$100k (sponsored activity \geq to \$100,000 annually), or Cost Allocation Unit].
SSI:	This field is the ISPs S ource S ystem Identifier, used for JSA processing. On initial registration it is assigned by General Accounting. This field should be input by the ISP during annual registration renewal.

1. Description of Operations

- a. ISP Name:
Complete name of the ISP and any short name, if applicable.
- b. ISP Operations Location(s) [Building Name and Street Address]:
List the location(s), by building, with street address, where ISP activity occurs. Indicate whether or not the space is dedicated to the ISP or is commingled with other activities.
- c. ISP Operations Location(s) within building [Room Numbers(s) or, if ISP occupies an entire floor, floor numbers(s) for each building]:
List all locations within the above named building(s) by room number(s), or if the ISP occupies an entire floor(s), list floor number(s). Please state whether or not the room(s) is dedicated to the ISP or is commingled with other activities.
- d. ISP Business Office Location
Indicate the location of the ISP's business office (by building, floor and room number).
- e. ISP URL
If the ISP has a web site, provide the web address.
- f. Description of ISP's Customers and Products and/or Services
Describe the ISP's customer base and list all products and/or services available for purchase. Attach additional sheets, if necessary.
- g. Will JSA's be done manually or through Secure File Transfer Protocol (SFTP) processing?
If the ISP anticipates a high monthly volume of transactions and would like assistance with processing charges through SFTP, answer "yes" and General Accounting will contact you soon after submission of the registration form. If not, answer 'no'.

- h. What changes to the ISP's products and/or services are planned for the current or subsequent fiscal year?

Describe significant changes anticipated in ISP operations and their estimated financial impact such as the addition of large new customers, anticipated large reduction in customers, new products/services, and/or reduced products or services.

- i. Is there another Yale ISP that provides similar products or services? Yes or No? If Yes, please identify the ISP.

Please list the name of the Organization or Department with a similar product or service, if you know of any. List any contact information you may have.

2. ISP Contacts

- a. The ISP director or senior manager listed should be the person who knows the ISP technical and administrative processes.
- b. The business manager listed should be the primary administrator responsible for revenue and expense transactions.

3. Accounting Segments Used to Record ISP Revenue

Indicate the PTAE0 used to record revenue for the ISP. If there are multiple PTAE0's used for different products and/or services, please list each PTAE0 and related products and/or services. Include the expenditure types used to record revenue in the PTAE0.

4. Organization and Projects Used to Record ISP Expenses

List the Project(s) and Organization(s) used to record expenses for the ISP. If there are multiple Projects, and/or Organizations used for different services, list each and indicate the corresponding service. This information is needed to determine if the revenue and expenses of the ISP are recorded in the same account.

5. Business Plans and Budgets

Registration of a ***new*** ISP should include a business plan and budget including expected expenses and revenues. An annual ***renewal*** registration should include an itemized budget of revenue and expenses for the upcoming fiscal year. In either case (new ISP or renewal of an ISP) indicate as a separate revenue line item of the budget, all ISP revenue from external sources.

Attach additional pages when necessary.

If you have any questions about completing the form, please contact isp@yale.edu for assistance.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
