Date: [date]

To: Charlie Faas, Vice President-Administration & Finance/Chief Financial Officer (CFO)

From: [Your Name, Title][your signature]

 [Your Department]

Subject: [Your College/Department Name] [Fee Name/Title] Proposal

The [your College/Department Name] is proposing to [establish/increase/decrease] the [Fee Name/Title] by [amount proposed] to take effect [semester and year to take effect, e.g., Fall 2020]. The rate proposed is [$ per student]. The current rate is [$ per student, if adjusting a current fee].

The fee proposal is being brought forward because: [insert brief bullet explanation, e.g.:]

* The cost of widgets has increased by X% over the past 5 years (include evidence).
* We are offering a new service to enhance the student experience that is appropriately self-supported through a student fee.
* Other...

As required by Executive Order 1102, Attachment [#] is a financial statement of actual revenues and expenditures from the last complete fiscal year, an estimate of revenues and expenditures for the current fiscal year, and two years of projected revenues and expenditures.

Attachment [#] is a copy of the existing trust fund agreement (or new trust fund request) which indicates the appropriate chartfield for fee revenue to be deposited. Following approval of the proposal, the attached trust fund agreement will be updated/established as appropriate.

**Authorization to proceed:** I have reviewed the information in this fee proposal; I support it and confirm that the information presented is valid and complete.

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| [Your Dean’s/Manager’s Name][Your Dean’s/Manager’s Title, Unit] |  | Date |  | [Your VP’s Name][Your VP’s Title] |  | Date |

cc: Marna Genes, Sr Associate Vice President-Finance & Business Services