

## Recharge Centers Service Agreement Request Process

(For External Customers only)

Recharge Center submits Service Agreement Form to [recharge@fiu.edu](mailto:recharge@fiu.edu)



Budget & Cost Analysis Office (BCA) reviews the financial terms in the Service Agreement Request (SAR) to ensure they correspond with the center's current approved rates.



Once reviewed by ORED, Recharge Center sends service agreement request to external customer. Parties can work with Diana Oliva if any further modifications or changes are needed.



Once all parties are in agreement, external customer will sign SAR. SAR returns to ORED for final signature. Email to [recharge@fiu.edu](mailto:recharge@fiu.edu).



ORED will distribute signed and approved SAR to recharge center requestor.