Rate-Based Service Activities (RBSA)
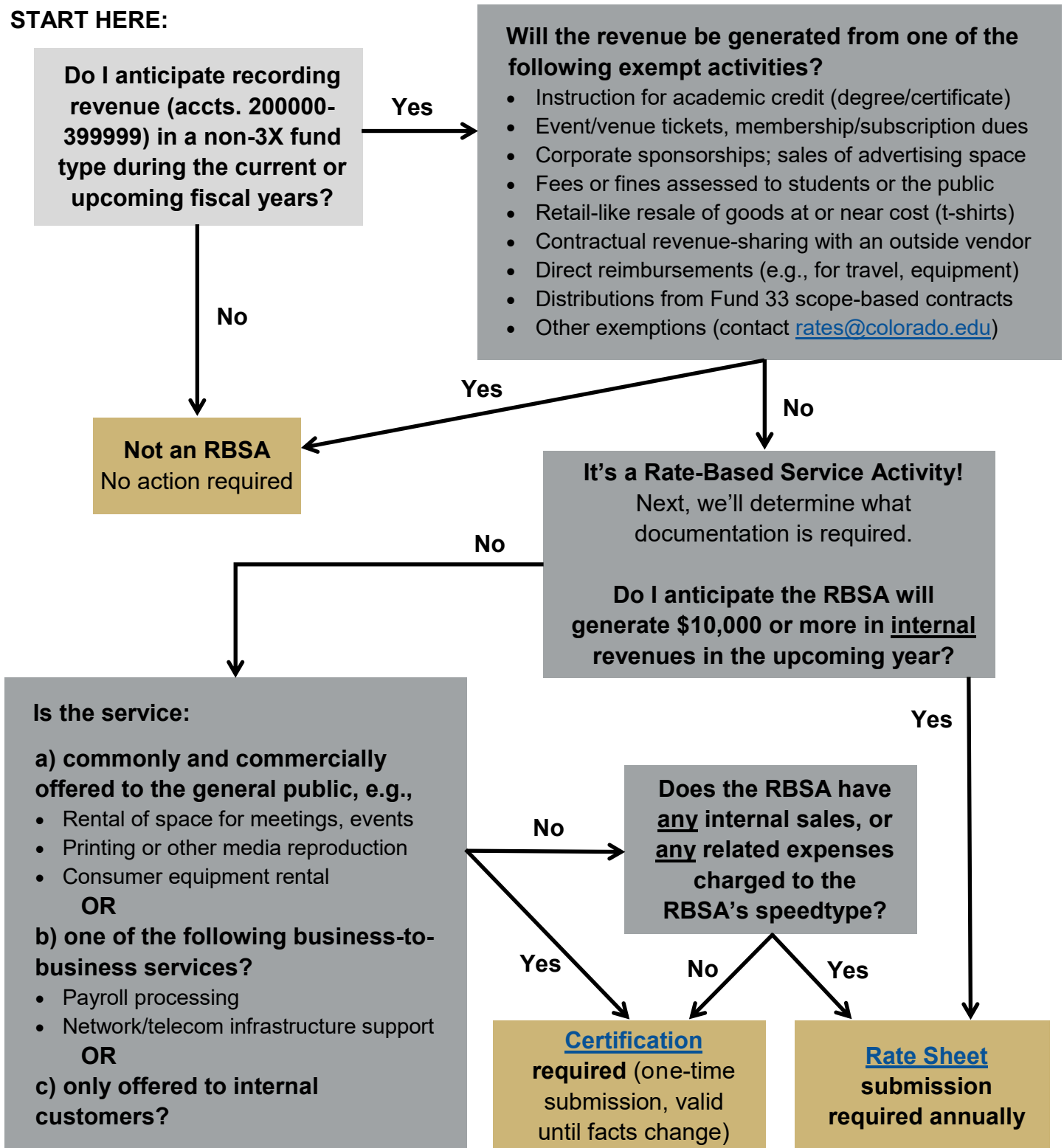# Cycle Eligibility Decision Tree

"Is it an RBSA? If so, what do I need to submit?"

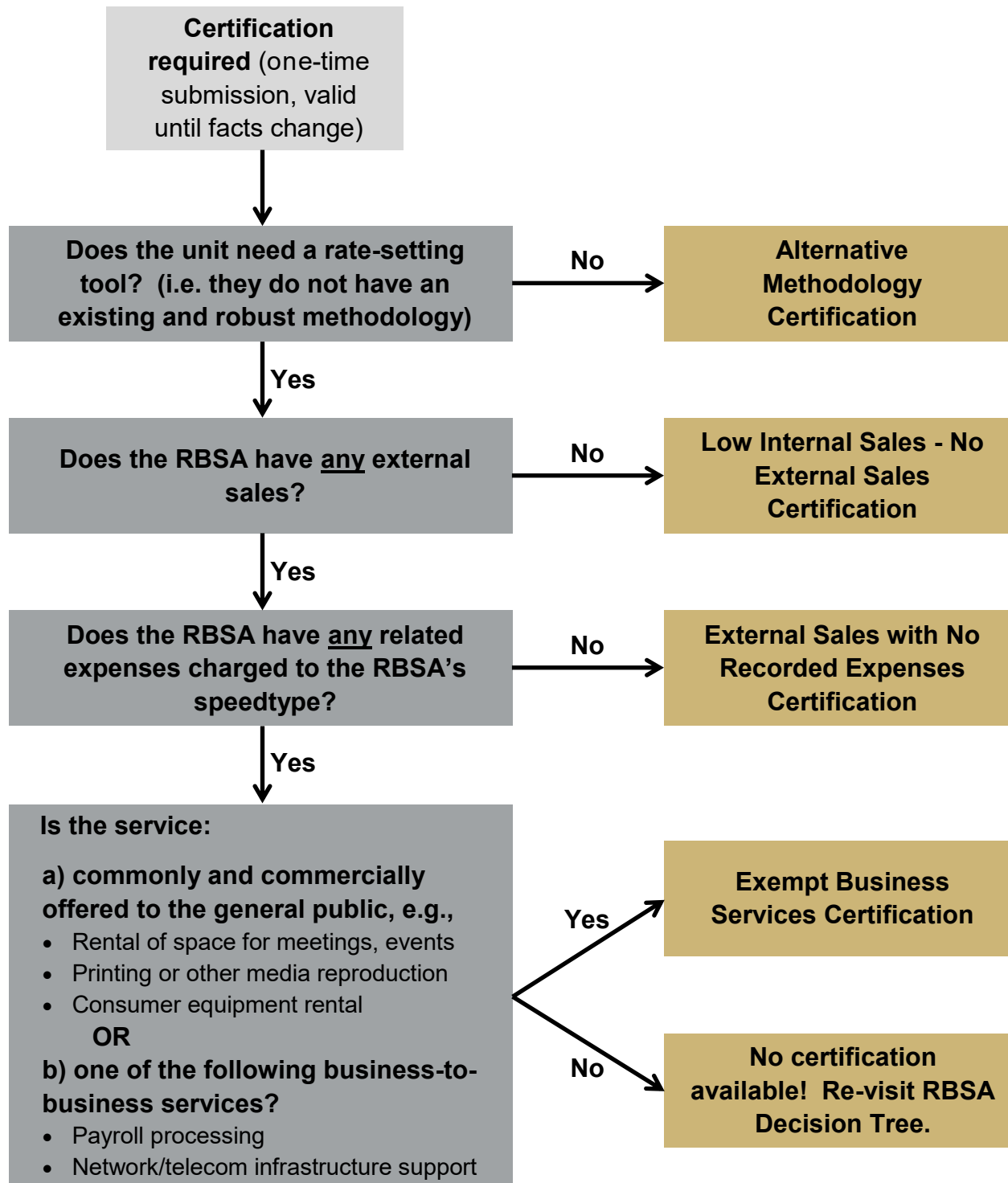**START HERE:**

Do I anticipate recording revenue (accts. 200000-399999) in a non-3X fund type during the current or upcoming fiscal years?

Yes →

Will the revenue be generated from one of the following exempt activities?

- Instruction for academic credit (degree/certificate)
- Event/venue tickets, membership/subscription dues
- Corporate sponsorships; sales of advertising space
- Fees or fines assessed to students or the public
- Retail-like resale of goods at or near cost (t-shirts)
- Contractual revenue-sharing with an outside vendor
- Direct reimbursements (e.g., for travel, equipment)
- Distributions from Fund 33 scope-based contracts
- Other exemptions (contact rates@colorado.edu)

No

Yes

Not an RBSA
No action required

No

It's a Rate-Based Service Activity!
Next, we'll determine what documentation is required.

Do I anticipate the RBSA will generate $10,000 or more in _internal_ revenues in the upcoming year?

No

Yes

Is the service:

a) commonly and commercially offered to the general public, e.g.,
- Rental of space for meetings, events
- Printing or other media reproduction
- Consumer equipment rental
  OR
b) one of the following business-to-business services?
- Payroll processing
- Network/telecom infrastructure support
  OR
c) only offered to internal customers?

No →

Does the RBSA have _any_ internal sales, or _any_ related expenses charged to the RBSA's speedtype?

Yes

No

Yes

Certification
required (one-time submission, valid until facts change)

Rate Sheet
submission required annually

If you have any questions about where your activity falls within this decision tree, please contact us at rates@colorado.edu.

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v3.5. Updated 7/13/18.

Rate-Based Service Activities (RBSA)
Certification Selection Decision Tree
"Which Certification Form should I submit?"

Certification required (one-time submission, valid until facts change)

↓

Does the unit need a rate-setting tool? (i.e. they do not have an existing and robust methodology) →**No**→ **Alternative Methodology Certification**

↓ **Yes**

Does the RBSA have any external sales? →**No**→ **Low Internal Sales - No External Sales Certification**

↓ **Yes**

Does the RBSA have any related expenses charged to the RBSA's speedtype? →**No**→ **External Sales with No Recorded Expenses Certification**

↓ **Yes**

Is the service:

a) commonly and commercially offered to the general public, e.g.,
- Rental of space for meetings, events
- Printing or other media reproduction
- Consumer equipment rental
  OR
b) one of the following business-to-business services?
- Payroll processing
- Network/telecom infrastructure support

→**Yes**→ **Exempt Business Services Certification**

→**No**→ **No certification available! Re-visit RBSA Decision Tree.**

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