TO: (Business Manager)  
FROM:  
SUBJECT: Request for Rate Approval  
DATE:  

Department:  
Proposed Rates:  
Effective Date:  
Previous Approval:  

<table>
<thead>
<tr>
<th>Description</th>
<th>Present Rate</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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</tbody>
</table>

Explanation:  
Deposit account:  
Approval recommended: Approved:  

______________________________  
(Department Chair/Dean/Director)  
(XXXX)  
Business Manager  

Distribution:  
Original: Senior Business Mgr.  
Copies:  
Pam Michalec - Bursar  
Business Mgr - Unit  
Requesting Chair/Dean/Director