

**MEMORANDUM**

TO: (*Enter:* *Dean/Director*)

 (*Enter: College/Division Name*)

DATE:

FROM: (*Enter: Department Chair/Manager*)

 (*Enter: Department Name)*

RE: **Department FY 2016 and FY 2017 Course Fee Review**

The fees reported for my Department are used in the following ways: (describe very briefly the actual uses of the fees (class and curriculum) reported (e.g., lab equipment, test materials, field trips, tech support, etc.) **Please delete this highlighted portion before submittal**.

These course fees assessed in FY16 and FY17 are allowable, allocable, reasonable, and timely. The attached worksheet outlines the broad categories in which the course fee revenue collected was expensed. If applicable, remaining balances that exceeds 10% of the annual course fee revenue are justified below:

*Please justify the year-end balances that exceed 10% of the annual course fee revenue.*

My signature below confirms that I have read UBPP 8210 and understand its requirements (<http://www.unm.edu/~ubppm/ubppmanual/8210.htm>) as it relates to Course Fees. Appropriate back-up documentation will be available for review and confirmation if requested. I also maintain that the uses of these course fees are integral to our ability to provide a flagship-level education to our students.

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Department Chair/Manager Signature

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Printed Name

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Title

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Date