

Fee Work Group II Report

Clayton State University

Suggested items for template for Miscellaneous Fee Form

Fiscal Year 2019

Name of Fee: Transcript Fee

Fee Type: Student

Office Responsible for Fee: Registrar's Office

Amount of fee: \$5.00

Basis (per term, one time, etc.): per transcript copy

Purpose of the fee (explain need or benefit for operations/student): Provides electronic and paper transcripts for current and former CSU students.

Explain use of the fee including major items funded by the fee: Covers the personnel costs associated with one clerk, and the miscellaneous costs associated with the transcript and office supplies.

Revenue in FY 19: \$52,180.46

Expenditures in FY : \$43,561.00

Surplus amount and suggested use: None. Due to the nature of how the funds are posted to this account, it makes it almost impossible to spend what has been budgeted. Our biggest months are at the end of spring semester and that money is not posted until after the cutoff dates.

Point of Contact for questions:

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For more information on how this fee is used and related financial data, please go to:
Annual Review of Fee Usage.

Form Submitted By: Rebecca Gmeiner

Date: 10/28/19



Date: 10-31-19

VP/Dean/Director