



UNIVERSITY OF FLORIDA  
REQUEST TO OPERATE AN EDUCATIONAL BUSINESS ACTIVITY

8. OTHER EDUCATIONAL BUSINESS ACTIVITY:

A. Do you operate other Educational Business Activities?     Yes             No

B. If yes, identify the specific chartfields:

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9. FUNDING SOURCES: Identify specific funding source(s):

A. Start-up Fund

(1) Amount: \_\_\_\_\_

(2) Chartfield String: \_\_\_\_\_

(3) Is this a loan or a subsidy?     Loan             Subsidy

(4) If this is a loan, what are the terms?

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B. If expenditures exceed revenues, how will the shortage be covered?

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10. ONGOING SUPPORT: Complete the following if this activity will receive support from other funding sources.

Chartfield String (Dept. / Fund / SOF / Project)	Salary		OPS	Expense	Capital Expense
	Position Title	Value of Support (including fringe benefits)			

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11. USERS, GRANTS AND EQUIPMENT

Please contact Cost Analysis for additional guidance:  
(352) 392-5778 - [bdykes@ufl.edu](mailto:bdykes@ufl.edu)

A. Who will be your users? (Please check all that apply)

- |                                      |   |                                       |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Students    | <input type="checkbox"/> Staff          | <input type="checkbox"/> Faculty      |
| <input type="checkbox"/> Researchers | <input type="checkbox"/> External users | <input type="checkbox"/> Others _____ |

B. Please estimate (by % or \$) the amount of external sales (non-UFLOR business unit) you expect to have.

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C. Will any UF Departments be charged?     Yes                       No

D. Do you expect to charge grants?             Yes                       No

E. Equipment purchased with sponsored award dollars cannot be used to support an Educational Business Activity unless the sponsored award has ended and title has been transferred to the University of Florida. Please attach a list of all decaled equipment to be used, including Decal/Tag number.

12. SALES TAX AND UNRELATED BUSINESS INCOME TAX

Please contact University Tax Services for additional guidance:  
(352) 392-1324 - [davidsoe@ufl.edu](mailto:davidsoe@ufl.edu)

Do these activities involve the selling of services, products, merchandise, memberships, supplies, advertising or rentals to the general public (including alumni) or organizations outside the University and/or it's related organizations (direct support organizations or affiliates)?

- Yes                       No

If no, generally, there is no sales tax or unrelated business income tax (UBIT) implications.

If yes,

State Sales Tax: Sales to organizations external to the university are subject to state sales tax unless the organization has a DR-14 Florida Sales Tax Exemption Certificate. Obtain, from the customer at moment of sale, a copy of DR-14 for the records.

Unrelated Business Income Tax (UBIT): Sales to organizations external to the University are subject to UBIT review by Tax Services and possible UBIT reporting requirements.

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13. FINANCIAL PLAN

A financial plan must be submitted with each Request to Operate an Educational Business Activity.

**FINANCIAL PLAN**

	Current Fiscal Year	Next Fiscal Year
<b>START-UP FUNDS</b>		
Subsidy		
Loan		
<b>BEGINNING CASH BALANCE</b>		
<b>REVENUES</b>		
Revenues from Internal Sales		
Revenues from External Sales		
<b>Total Revenues</b>		
<b>EXPENDITURES</b>		
Salaries		
OPS		
Services and Supplies		
Utilities and Communications		
Purchase of Goods Sold		
Capital Expense		
Other Expenses (Please specify)		
<b>Subtotal Expenditures for Overhead</b>		
Administrative Overhead (8%)		
<b>Total Expenditures</b>		
<b>ENDING CASH BALANCE</b>		
<b>Beginning Cash Balance</b>		
<b>Net Cash From Operations (Rev-Exp)</b>		
Loan Repayment		
<b>Total Ending Cash Balance</b>		

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INCOME STATEMENT

	Current Fiscal Year	Next Fiscal Year
A. Revenues From Sales	<input type="text"/>	<input type="text"/>
B. Cost of Goods Sold *	<input type="text"/>	<input type="text"/>
C. Gross Margin = A-B	<input type="text"/>	<input type="text"/>
D. Gross Margin % of Sales = C/A	<input type="text"/>	<input type="text"/>
E. Operating Expenses (including Overhead)	<input type="text"/>	<input type="text"/>
F. Net Income = C - E	<input type="text"/>	<input type="text"/>
G. Net Income % of Sales = F/A	<input type="text"/>	<input type="text"/>

INVENTORY TURNOVER \*

H. Beginning Inventory	<input type="text"/>	<input type="text"/>
I. Purchases	<input type="text"/>	<input type="text"/>
J. Total Inventory Available = H + I	<input type="text"/>	<input type="text"/>
K. Cost of Goods Sold = B	<input type="text"/>	<input type="text"/>
L. Ending Inventory = H + I - K	<input type="text"/>	<input type="text"/>
M. Average Inventory = (H + L) / 2	<input type="text"/>	<input type="text"/>
N. Turnover Rate = K/M	<input type="text"/>	<input type="text"/>

\* Applicable only if selling merchandise

**Please submit completed form to General Accounting:**

33 Tigert Hall, PO Box 113202,  
(352) 392-1326, [gahelp@ufl.edu](mailto:gahelp@ufl.edu)

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I have reviewed and support this Request to Operate an Educational Business Activity. I understand its mission as it relates to the overall mission of the University. I understand that this activity must maintain a positive financial position and hereby recommend approval of this request.

\_\_\_\_\_  
Accountable Officer - Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVAL:**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Accounting Coordinator  
Cost Analysis

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant Controller  
Tax Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Assistant VP and University Controller  
Finance and Accounting

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I have reviewed and approved this business activity.**

\_\_\_\_\_  
Dean / Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President and Chief Financial Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date