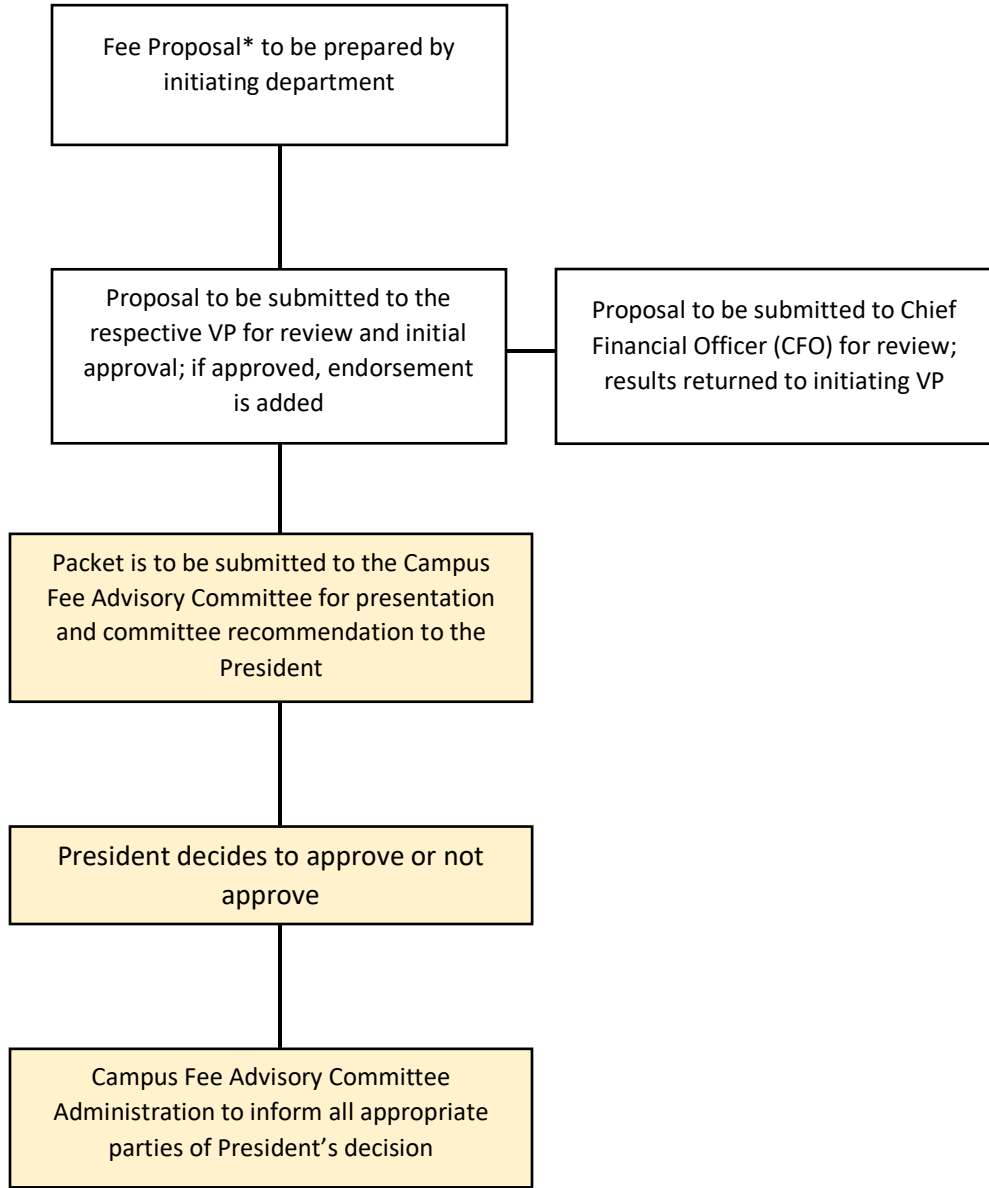


**Appendix D - Approval Process for  
Category IV Service Fee**



*\*Fee Proposal shall include:*

- [1] Memo initiated from requesting Division to the President,*
- [2] Financial overview including 2 years of projected revenues and expenses with 1 year of actual costs,*
- [3] Analysis of whether there is an alternative resource available,*
- [4] Pamphlet and draft presentation documents for the Fee Advisory Committee.*