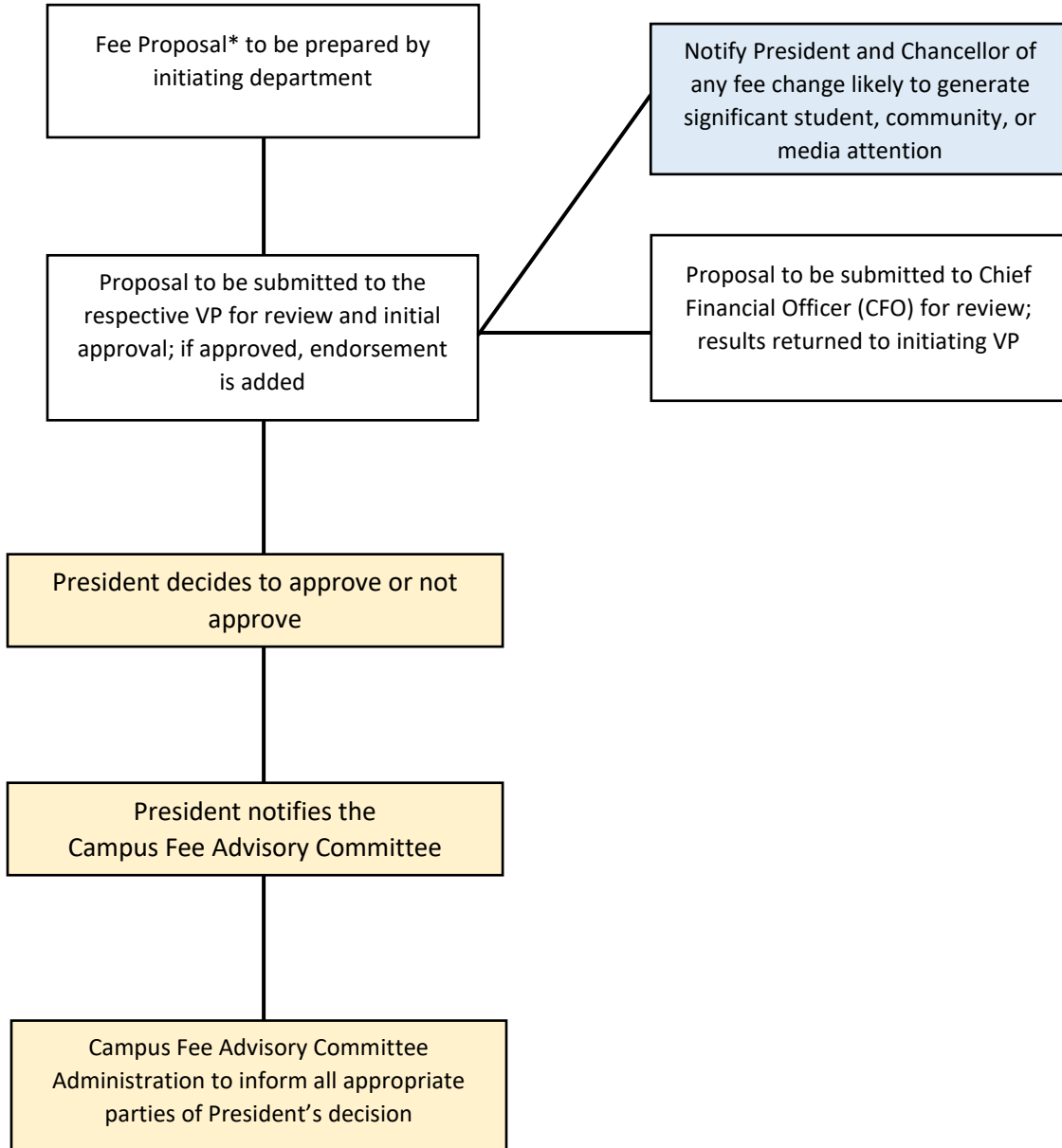


**Appendix D - Approval Process for
Category IV Service Fee**



**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