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To: Laboratory Facility Directors

Date: July 26, 2004

From: Alice P. Gast

A handwritten signature in cursive script, appearing to read "Alice", written over the printed name "Alice P. Gast".

Subject: Resources for Service Center Equipment

Dear Colleagues,

I am writing to let you know that, in order to help units affected by the Service Center policy effective July 1, 2004, my office will administer funds for the replacement of equipment that would have been subsidized by service center fees in the past. A limited amount of funding is available to assist those units that will no longer be recovering equipment depreciation expense through service center rates.

To ensure that requests for funding are consistent with the purpose of the fund, I will be conferring with the Office of Cost Analysis to analyze the specific circumstances of each request. Since depreciation schedules vary depending on the class of equipment, Cost Analysis will work with the Property Office to determine whether the equipment to be replaced is part of a service center and its level of depreciation. The Office of Sponsored Programs has prepared the attached form to help you to include the pertinent information for any request.

Please send inquiries about Service Center Equipment Replacement to my office with a copy to the Susie Won, Office of Cost Analysis E19-604 (susiewon@mit.edu).