



# Finance Division new income generating activity questionnaire

When considering a new income generating activity, this form must be completed and forwarded to the [Accounts Receivable helpdesk](mailto:UFS_AR@admin.cam.ac.uk), UFS\_AR@admin.cam.ac.uk. The Head of Accounting Services will sign-off on requests or refer to Director of Finance for further consideration.

This is for new activities only. If changes are made to a previously approved activity, an email detailing the change, e.g. different customer or location, must be sent to the email address above.

The institution's evaluation of the price to be charged should be attached, as well as any emails or relevant correspondence with Tax or Sanctions Teams.

Provide a brief description of the proposed activity		
How does the activity relate to the University's core business, that is, the pursuit of education, learning and research at the highest international levels of excellence?		
Is it appropriate for the University to be involved in such activity?	Y	N
Comments?		
Does the activity conform to guidelines set in the Financial Regulations and to all relevant conditions already in existence within the University's approval framework?	Y	N
Comments?		
Is there any possibility that the activity may bring the University into disrepute or disgrace by association?	Y	N
Comments?		
Does the activity expose the University to unacceptable risks (e.g., financial, legal, health and safety)	Y	N
Comments?		
Is the activity covered by the University Insurance policy?	Y	N

Comments?			
Would the activity put the University's charitable status at risk?	Y	N	
Comments?			
Has the proposed customer been screened according to the University Sanctions policy?	Y	N	
Comment?			
Has the activity been realistically assessed in terms of the likely levels of income versus the costs? <b>Attach a copy of the institution's evaluation of the price to be charged.</b>	Y	N	
Comments?			
Have the University's standard terms and conditions been successfully incorporated into the sale?	Y	N	
Comments?			
Are the price, delivery requirements and any other conditions particular to this sale acceptable to both the customer and the University?	Y	N	
Comments?			
Has the Tax Team been consulted? <b>Attach email</b>	Y	N	
Comments?			

I confirm that the information I have completed above is true and accurate.

Name:		Date	
Signature			
Institution			

Accounts Receivable use only			
Forwarded to Head of Accounting Services or delegate		Date	
Signed off		Date	
Department emailed		Date	