1. Does your department participate in any activity that generates revenue?
2. Is this activity generating revenue from the sale of goods or the performance of services?
3. Is the activity conducted with the primary purpose of generating a profit?
4. Are the purchasers of the goods or services members of the general public (NOT students, faculty/staff, alumni)?
5. Is this activity conducted on a “regular” basis?
   a. If yes, please indicate the frequency with which the activity is performed.
6. Is the activity “substantially related” to the exempt purpose of the University?
   a. If yes, please explain how the activity further enhances or relates to the exempt purpose of the University.
7. Are students participating in the activity as part of a required learning experience?

If you answered yes to questions 1, 3 and 5, please contact Financial Services at 325-3021.