UCOP Business Resource Center

Fiscal Close Classes

RECHARGES

What is a Recharge?

A recharge is a vehicle used to recover "rate-based" costs of providing specific goods or services to other UCOP departments and/or campuses. These activities are expected to operate on a break-even basis.

There are times when a department has been approved to process recharges even though there are not additional indirect costs that are being recovered. Examples of this are systemwide purchases of software used by most, if not all, campuses.

Why would I need to request a Recharge?

Your department has been approved to use the recharge system as a means to recover costs from UCOP departments or campuses for expenses incurred by your department.

What information do I need to submit when I request a Recharge?

- Select the appropriate BRC Recharge Form. There is one available for local (UCOP) recharges and one available for intercampus recharges.
- Complete the UCOP Department section, including FAU(s) to be credited.
- Provide all recharge recipient information (department or campus), including the full FAU/campus chart string as it should appear on their ledger. ***NOTE: most campus chart strings have a different format than UCOP.***
- A complete description of the transaction including back-up documentation that supports the recharge. This could be expenses (invoices), timesheets, or service level agreements.

How do I know what chart string format I should use for a specific campus?

Please find the format for the various campuses at: Campus Chart String formats

May I submit a request to charge more than one campus on one Recharge Form?

Yes, as long as all departments or campuses are being recharged for the same item/service. We will accept a spreadsheet as long as all of the required information is provided.

When may I do a Recharge?

If this is a recurring recharge, please submit the requests on a monthly basis. If this is a one-time recharge, submit once the service/event has been completed. Please do not wait until fiscal close to submit your department recharges.

RECHARGES (CONTINUED)

What is the Fiscal Close deadline for doing Recharges?

- All Intercampus recharges to be processed for Fiscal Year 19-20 must be received by TBD.
- All recharges within UCOP to be processed for Fiscal Year 19-20 must be received by TBD.
- Send all completed forms and documentation to the BRC in ServiceNow. From the opening page select Request Service > Business Resource Center > Compliance, Accounting, Audit and Policy (CAAP) > cost Transfer

What if I miss the deadline?

Deadlines are firm, so please request recharges in a timely fashion.

What if I have additional questions about Recharges?

Please send questions to the BRC CAAP team email box at BRC-CAAP@ucop.edu and one of the team members will reply to you.