

RE: Authorization to Use Internal Billing for Recharges

The Accounting Office has received your request to use the Internal Billing Document for your recharge activity. For audit purposes, the Accounting Office needs to document your request. The procedure requires completing a Letter of Agreement to the Accounting Office describing your recharge activity.

Please find two attachments below:

1) A generic request form outlining what your Letter of Agreement should include - please customize the Letter of Agreement to describe your unique recharge activity. Upon completing and signing your Letter of Agreement, please prepare a KFS Account document and in the explanation field state that you are requesting to use this account for Recharge Credits. Also, attach the LOA in the notes & attachments tab of the Account Document.

2) Recharge documentation guidelines – please read these guidelines over carefully as it is the department’s responsibility to maintain recharge documentation. Also please read Irvine Campus Policies & Procedures Manual, Section 701-15, 701-17 and UC Business & Finance Bulletin, Section A-47.

Please be advised that your recharge request will not be processed until the Accounting Office receives and approves your completed Letter of Agreement attached to a KFS Account document. If you have any questions, please e-mail or call Trang Tran, thutrant@uci.edu or (949) 824-5538.

Letter of Agreement

Re: Request for KFS Input of Internal Billing Documents

In lieu of hard copy recharge forms and billing lists, I am requesting to use KFS Internal Billing documents for recharge transactions to the general ledger through KFS for this department ([please specify the name of the department](#)).

The following represents a description of our activity and justification for direct input:

NATURE OF RECHARGES

[\(Describe the recharge unit, its function and users. Also indicate the composition of the recharge rate... such as labor, benefits, material, printing, etc. Any other information that would assist us in understanding the makeup of your service and recharge would be helpful.\)](#)

INTERNAL CONTROL

[\(Provide us with a description of your internal control and method of documentation. This should indicate separation of duties, assurance that approval signatures are obtained, and that documentation is maintained in support of charges.\)](#)

ACCOUNTING STRUCTURE

[\(Indicate your UC Account number, UC Fund number and KFS account.\)](#)

I will use this document for recharges only, and it will not be used for cost transfers. Recharges to all categories of funds (including Contracts & Grants funds) will be processed in accordance with the Irvine Campus Policies and Procedures Manual, Section 701-15, 701-17 and UC Business & Finance Bulletin, Section A-47.

Authorized signature

Print Name

Date

COHS Dean's Office Approval

Print Name

Date

Recharge Documentation Guidelines

Recharge Documentation Guidelines should include, but not be limited to, the following:

- 1) Signed authorization by both parties
- 2) Rates and method of calculation
- 3) Period/dates of the recharge
- 4) The purpose of the recharge (i.e., what are the activities/services provided)
- 5) Account/Fund that receives the credit and Account/Fund that receives the debit
- 6) Backup documentation on each recharge transaction

Reminder:

It is the department's responsibility to maintain and provide recharge documentation.