

UAF Recharge Center Principles

Basis for creating a recharge center and continuing its operation

- A clear and justifiable benefit to a viable number of UAF departments exists.
- The services of the proposed center are not available from any other existing UAF recharge center.
- There is clear alignment with recharge center principles.
 - Primarily provides service to internal customers
 - Designed to operate on a break even basis
- A sufficient volume of transactions to justify recharge center support and reporting requirements exists.
- A sufficient annual dollar value of transactions to justify recharge center support and reporting requirements exists.
- There is a reasonable absence of competition with the private sector. Where a potentially competitive situation exists, the nature of that competition will be fully described along with proposed efforts to ensure that appropriate sensitivity and good faith is exercised when dealing with the affected members of the private sector.
- The approval of the Vice Chancellor of Administrative Services will be secured prior to the creation of any new recharge center.

Basic Operating Requirements

- All recharge centers will operate in full compliance with UA Statewide Manual Procedure P112 – Service/Recharge Centers and UA Board of Regents policy 05.15 – Auxiliary Service Enterprises, Recharge centers, and Self-Funded Activities.
- All annual recharge center rate proposals for the following fiscal year will be due by the second Friday each April. Failure to submit a proposal will result in termination of recharge activities.
- Recharge centers will be operated as discreet operating units. Only those revenue, expenses and transfer transactions which are directly related to recharge center activities will be posted to the recharge fund. Any transactions which are not directly related to recharge activities will be reviewed by the UAF CFO prior to their entry.
- Annual recharge center rate proposals will include plans for elimination of any deficit fund balance which exists or is projected to exist.
- Prior to entry, any transfer into or out of a recharge center fund will be Incorporated into an annual rate proposal or, in extraordinary circumstances, a special inter operating cycle rate proposal. The impact of the transfer will be fully incorporated into the centers financial statements including its impact on the rates in the subsequent operating cycle.