



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Verification of Charges (VOC): What Is Their Purpose and Why Do We Use Them?

### What is a Verification of Charges form?

A VOC form is used by OGCA as a communication tool with departments regarding various accounting questions. Some examples are:

- Unallowable charges
  - This is where a charge has been made that is not allowed to be applied against that particular award, typically because it was not budgeted for.
    - To remedy, this will have to be removed to the departments Fund 1 account.
- Wrong account code
  - This is where a charge has been coded incorrectly to a code that is not allowed to be applied to the award.
    - To remedy simply move the charge to an appropriate code.
- Overrun accounts

- This is when more has been spent on a fund than is budgeted for. Typically, we address overrun at the end of an awards life.

### **What if I don't agree that this is an unallowable charge or a wrong account code?**

This is a communication tool meaning both parties can communicate their concerns. On the form there is a space for the department to put their justification/explanation. Simply fill out the form explaining how the charge(s) is appropriate and return it to the analyst.

- If further discussion is needed at this point the analyst will contact you directly to find a solution.

### **Why does OGCA use VOC forms?**

One of the responsibilities of OGCA is to ensure that we are within compliance of award terms and conditions at all times. OGCA acts as a second set of eyes to double check that spending is allowable and being documented according to rules and regulations. Ultimately, we are attempting to protect the department and all members associated with the award from audit issues and any surprises occurring where money was improperly spent and demanded back by an agency.

### **What is the process for using VOC forms?**

OGCA uses a three-step process for dealing with "problem" charges. Please note that the same VOC form is used for all three stages. The subject line of the email with the VOC form will always indicate if it is our 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> attempt at communicating about the same charges.

1. OGCA will send the VOC form to the department outlining the charges in question and request it back with an explanation of the resolution within 48 hours. If the VOC form is returned with a satisfactory justification for the charges or with an explanation of an action taken (eg. JV processed) then the issue is considered resolved and no further action will be taken.
2. If the VOC is not returned within 48 hours, the same VOC will be sent again. This time the subject line of the email will indicate that it is your 2<sup>nd</sup> notification and the form itself will also state that it is

your 2<sup>nd</sup> notification. Again, if the VOC form is returned with a satisfactory justification for the charges or with an explanation of an action taken (eg. JV processed) then the issue is considered resolved and no further action will be taken.

3. If the VOC form is not returned after the second notification, OGCA will send the same VOC form for the 3<sup>rd</sup> time. This time the subject line will indicate that it is your 3<sup>rd</sup> notification, the form itself will indicate that it is your 3<sup>rd</sup> notification and the bottom of the form will be signed by the OGCA Analyst to notify the department that if the form is not returned within 48 hours the charges will be written off to their Fund 1. There are now two possible outcomes:
  - a. If the VOC form is returned with a satisfactory justification for the charges or with an explanation of an action taken (eg. JV processed) then the issue is considered resolved and no further action will be taken.
  - b. If the VOC form is not returned within 48 hours after the 3<sup>rd</sup> attempt, the charges will be removed from the award and charged to the departments Fund 1 account.

For additional information: [https://www.uaf.edu/ogca/lifecycle/6-management/managing\\_financial/](https://www.uaf.edu/ogca/lifecycle/6-management/managing_financial/)