

New Recharge Center Account Checklist

Description	Additional Comments	✓
Considerations Prior to Starting Process:		
Is the activity viable?		
Does the activity fit within the mission of OUHSC?		
Is the activity primarily for the purposes of charging to internal departments or sponsored programs?		
Are there concerns related to competition with private enterprise?		
Do you anticipate including a subsidy?		
Submission for Approval Process:		
Write a business plan		
Create billing rate calculations		
Create a 3 year projection		
Confirm all paperwork (business plan, billing rates, 3 year projection) is consistent with one another		
Complete Recharge Center Application		
Send signed Recharge Center Application, business plan, fund budget request, rate calculations, and support documents to Service Unit Accounting for review and approval process		
Create a SUAUX account once Service Unit Accounting has provided approval		
Recharge Center After Setup:		
Charge all expenses to the SUAUX chartfield		
Document all work requests and track for completion and invoicing		
Prepare invoicing template and submit to Service Unit by 20th of the month		
Complete monthly reconciliations of the account		
Annual Requirements:		
Complete annual rate review		
Update rates as needed		
Submit required information to Service Unit Accounting		