

Recharge Overview

1. Generally, recharges should be preapproved by the Anesthesia Finance Office (AFO) prior to placing the order. Please email your request to the reconciler of the fund to be charged. The AFO will send approved request via email
2. Upon receipt of approval, preparer/initiator places recharge request directly with the recharge vendor; use Speedtype when applicable as reference and in place of entering the full chartstring
3. Preparer/Initiator **emails** packing slip or receipt for service to AFO to complete the cycle of the recharge
 - If no backup available, please email AFO** to confirm that the service has been provided

Please note: this process is for all recharges except for parking stickers order (see Parking Stickers recharge)

- **Tips:**

1. Please submit approval request before date needed: minimum 3 days
2. If the recharge expense is part of the preapproved ACGME or ROC budget and has NOT exceeded the budgeted amount, it may be placed without AFO approval; notification must still be sent to AFO to inform of the order
3. Please use the **SpeedType**; it is a requirement of vendor
4. Always send original receipts/packing slips/backup documents to the AFO via campus mail (box 0955); do not keep, trash or shred

- **Pain Points:**

1. Recharge requests placed without AFO knowledge and/or approval
2. Backup not provided to the AFO
3. Recharges that are non-compliant with UC Policy or exceptional (ex: birthday) – please refer to policy G: 41*)

- **Action:**

AFO will contact Preparer/Initiator's for backup if not provided; preparer/initiator will be responsible for researching, locating and providing the AFO with the missing backup.

- **Recharge Vendors (frequent used vendors):**

- Documents, Media, and Mail (DMM)
- Educational Technology Services
- Facilities Services (reach out to Carlos Carrillo)
- Palio Paninoteca (will be available in America To Go; see below for more information)
- Moffitt Catering (order can be placed via BearBuy)

*G-41 Policy: <http://policy.ucop.edu/doc/3420353/BFB-G-41>

**Appropriate reconciler for the fund: Patricia for Dept. fund, Dereca or Alma for PI Portfolio