

Instructions for the Preparation of Interdepartmental Chargebacks

When do I use this form? This form is used to charge another department back for services or supplies that are being provided by your department. Please provide a very detailed description of the chargeback. You will need to limit your description on the form to 30 characters, but please be as specific as possible within the text of your email to Suzie.

Example #1: The Business Office needs to charge the Personnel department, the Biology department, and the Transportation Center back for October copies made. It is preferable that you prepare these chargebacks on a monthly basis. If they are not done monthly, you will need to enter the specific dates of the chargeback in the description. The transaction would look like this:

Acct	Fund	Prog	Org	BY	Amount	Description	GL Jrnl ID
9050	128	1	029380	2008	-600.00	CHBK COPIES 10/07	
2650	102	1	027000	2008	150.00	CHBK COPIES 10/07	
2650	102	2	051500	2008	250.00	CHBK COPIES 10/07	
2650	144	2	051014	2008	200.00	CHBK COPIES 10/07	

Remember: The departments being charged use an account code of 2650 and the department providing the service uses an account code of 9050 (sales credit). These account codes remain constant regardless of the service or supply being provided.

Example # 2: There is an exception to the rule presented in Example #1. When the credit is being applied to an auxiliary cost center (Fund 128, Program 8), account code 9050 cannot be used. Instead, you need to use the most appropriate account code. For example, if Parking Services were charging back for parking permits, they would use account code 9373 that is specifically for permits. For a complete list of account codes, please refer to <http://www.uwsa.edu/fadmin/sfs/acctlist.htm>. For chargeback purposes, you will most likely be using account codes in the 93__ or 94__ series. Please contact Suzie or Jill if you are unsure of which account code to use. For example, if Parking Services is charging the Business Office back for parking permits in the amount of \$50, the transaction would look like this:

Acct	Fund	Prog	Org	BY	Amount	Description	GL Jrnl ID
2650	128	1	029380	2008	50.00	CHBK PKG PMTS 10/07	
9373	128	8	841060	2008	-50.00	CHBK PKG PMTS 10/07	

Remember: The description stays the same for both sides of the transaction. The department being charged uses an account code of 2650 and the department providing the services uses an account code of 93__ or 94__

Some Chargeback Guidelines:

- Fund 102 cost centers cannot take revenue codes; you may use a sales credit (9050).
- Fund 104 cost centers are for expenses only.
- Fund 128, program 8 (auxiliaries) cost centers cannot take a sales credit code (9050). The revenue must be deposited with a specific code.
- Fund 132 cost centers are for revenue only.
- Fund 150 cost centers cannot take sales credits (9050).
- There will be no GL Jrnl ID for chargebacks since this is the original transaction.

Please send your chargeback to Suzie Bednar-Munsell (sbednar) as an attachment in an email, along with an explanation which justifies the chargeback. Please note that the total journal

amount must be zero, and that you MUST use this form for all chargebacks. Please cc: any cost center managers who are affected by your chargeback. Thank you!