July 1, 2015

Department Administrative Officer Schmoe
Biodegradable Resources

Subject: Approval of Recharge Proposal and Rates

Recharge Department: Biodegradable Resources
Recharge Center Title: Assay Lab Tests
Recharge Control Number: 5MBRA1
Dept ID – Fund - Project: 133144-5018-8000999
Fiscal Year: 2015-16 through 2017-18 (3 years)
Proposal Type: New – Multi Year
Proposal Category: Category 1

The above recharge proposal has been reviewed for compliance with applicable Campus recharge policy and the latest version of 2 CFR Chapter II, Part 200 et. al. Uniform Guidance (formerly OMB Circular A-21).

• The proposal and the recharge rate schedule in Attachment A are approved, and the annual plan has been established at $92,663 through June 30, 2018 and includes $7,102 planned working capital.
• Accumulated depreciation should be transferred from the recharge Dept ID – Fund – Project (133144-5018-8000999) to the reserve Dept ID – Fund – Project (133144-5500-8000999) on an annual basis, at minimum.
• You will not need to resubmit a recharge proposal for this activity until 2017-18 as long as the rate methodology does not change.
• You may change the rate or the budget annually effective July 1 to include increases or decreases in recharge operating costs or volumes without submitting a full rate proposal as long as there is no change in the previously approved recharge methodology. Description and examples of changes in rate calculation methodology can be found in the Recharge Activity Proposals Review Process 2014-15 letter which is available on the Budget and Resource Management website at http://brm.ucsf.edu/policies-procedures-and-forms. If you wish to change your rate or budget during the approved fiscal years, please submit the following to Recharge Operations between April 15 and May 31:
  o Revised plan (proposal page 3)
  o Revised rate list
  o Anticipated revenue from federal fund sources (%)
  o Complete equipment depreciation schedule (if applicable)
  o User committee approval (if applicable)
• Effective December 31, 2013 departments are no longer required to process SC 144 journals to update the recurring budgets for recharge fund. However, recharge activities will continue to have annual plans and departments are responsible for adjusting plans in UPlan for annual changes, effective February 1, 2014.
  o Please adjust the 2015-16 and 2016-17 plan in UPlan for this recharge activity.
• If you wish to change your rate calculation methodology to go into effect after 2015-16, a full proposal must be submitted to Recharge Operations by the established proposal submission deadline.
• This activity must account for all its transactions through the established Dept ID-
Fund-Project chartstring shown above, which is to be used exclusively for this
activity.

All recharge proposals, revised rate schedules and plans (Proposal Page 3) must be
submitted to me electronically in Excel file (.xls) format (email gabriella.hato@ucsf.edu).

You are responsible for ensuring that if federal funding sources are recharged, the recharge
is allowable within the grant or contract provisions and complies with the latest version of 2
CFR Chapter II, Part 200 et. al. Uniform Guidance (formerly OMB A-21) and Cost Accounting
Board Standards.

In order to help improve management of campus recharge activities, Budget and Resource
Management will continue to engage consultants to evaluate department level compliance
with applicable policies and operations in relation to approved plans. Periodically,
consultants will review supporting documentation for costs charged to recharge activities as
well as other concerns such as treatment of equipment depreciation and surplus and deficit
fund balances. Results of these reviews will be provided to each unit and appropriate Dean's
or Vice Chancellor's offices. These periodic reviews will also help us improve training
materials in future years.

Please note your Recharge Control Number is assigned for 2015-16 through 2017-18.
Recharge journals must be submitted on a monthly basis, at a minimum, and departments
should continue recharging using approved rates until approval for revised rates is received
from Budget and Resource Management. Note that federal funds may not be recharged
retroactively. To ensure processing, include your new Control Number on all recharge
journals submitted to the Controller's Office for transactions posted to the July, 2015 or later,
ledger.

Please take appropriate action to ensure that a renewal proposal is filed for this recharge
activity for 2018-19 in response to the 2017-18 Recharge Call. Documents related to the call
will be available on the Budget and Resource Management website in October, 2017.

Should you have any questions or need further assistance, please contact Sarah Hislen at
extension 476-8320.

Gabriella Hato
Manager, Recharge Operations

Attachment

cc: Financial Analyst Haney
    Recharge Manager Nader
    Recharge Analyst Contrary
    Recharge File
<table>
<thead>
<tr>
<th><strong>Rate per Test</strong></th>
<th>$30.89</th>
</tr>
</thead>
</table>

**ATTACHMENT A**

**Recharge Rate Schedule**

- Recharge Department: Biodegradable Resources
- Recharge Center Title: Assay Lab Tests
- Recharge Control Number: 5MBRA1
- Dept ID – Fund - Project: 133144-5018-8000999
- Fiscal Year: 2015-16 through 2017-18 (3 years)
- Proposal Type: New – Multi Year
- Approval Date: July 1, 2015