

Recharge Account and/or Change Form

Office of Laboratory Animal Care

203 Northwest Animal Facility #7150
University of California, Berkeley

Fax: (510) 643-9929
Email: billing_olac@lists.berkeley.edu

Instructions on reverse

1. Prepared by		Work Phone		Date:			
2. Investigator Information							
PI Name			Department				
Recharge Chart String Account Name			Description line for GL 60 Report OLAC CHGS-_____				
3. Billing Address							
Billing Group Code		Attention to		Phone			
Department/ASU			Address				
4. New Chart of Account Information							
BU	BFS ACCT	FUND	ORG	PROG	PROJECT	FLEX	SPEEDTYPE
Granting Agency		Grant Number		Award begin date		End date	
Department Authorization							

5. Modifications to Existing Chart of Accounts							
BU	BFS ACCT	FUND	ORG	PROG	PROJECT	FLEX	SPEEDTYPE
Granting Agency		Grant Number		Award Begin date		End date	
Please indicate any changes that apply (change in funding, close out account, etc.)							
Departmental Authorization							

For OLAC use only

New OLAC Account ID:		Oasis Updated		Verification		Date	
Approved by							

Instructions for completing the Recharge Account and/or Change Application

1. Your name, work phone, and the date

Use this section to supply the name of the person filling out the form, their work telephone number, and the date.

2. Investigator Information

Use this section to supply information to identify the Principal Investigator who will be using the account. In the space for the *name* enter first and last name of the Principal Investigator who will be using the Recharge Account. The person must have a current Animal Use Protocol approved by the Animal Care and Use Committee. In the space for *Department* write the department to which the Investigator belongs. This may differ from the department or Administrative Service Unit (ASU) for the Billing Group.

The *Account* name space is used to indicate the name to be printed on the Recharge Statement to further identify the charges. The Account name is often the investigator's name, e.g. SMITH, JOANNA. The account name can also be used to add additional information about the usage of the account, such as a class name, another investigator on the project, or a graduate student. The *Description line for General Ledger Report* space is used to indicate the description line that will appear on the monthly General Ledger report.

3. Billing Address

Use this section to indicate the person to whom OLAC should send Recharge Statements and direct questions regarding the recharge account.

The Billing Group Code is used by OLAC to organizing accounts into administrative units and appears on all recharge statements.

4. New Chart of Account Information

Use this section to indicate UC Chart String Accounts, grant information and authorization.

5. Funding Change

Use this section to provide new instructions for this funding change.

Please complete and return to:

Attn: Billing Clerk
Office of Laboratory Animal Care
203 Northwest Animal Facility, #7150
Campus

If you have any questions, please call 642-9232.