To: University Business Managers

From: Interdepartmental Fees & Charges Committee Co-Chairs
    Kevin Maynor, Director, Cost Analysis and Compliance
    Dennis Press, University Controller

Re: Interdepartmental Fee Requests for Fiscal Year 2012-13

Date: August 26, 2011

This memorandum provides a reminder regarding requests for interdepartmental fees and charges. In accordance with the Campus Interdepartmental Fees & Charges (IF&C) policies and procedures, requests for new interdepartmental fees, revisions to existing interdepartmental fees, and the elimination of interdepartmental fees that will go into effect during Fiscal Year 2012-13 must be submitted to the IF&C Committee no later than September 15, 2011. Rate increases and new fees received after the deadline will not be considered. The rate review and approval process must be completed and rate revisions and new fees announced to the campus no later than February 15, 2012, in advance of next year’s Annual Budget Hearing Process.

All campus units that charge other departments a fee for goods and services should review the Determination of Fee Oversight Authority decision diagram on page 4 of the IF&C policies and procedures, and confirm to Kevin Maynor at kevin_maynor@unc.edu, or 962-4453 your present oversight status in accordance with this decision diagram. Please confirm your oversight review status with Kevin by September 2, 2011.

If the decision diagram indicates your operation is a Research Service Center (RSC), the appropriate oversight body is the Office of Sponsored Research (OSR). RSCs do not need to take further action based on this memorandum. OSR will contact you to establish the nature and timing of your next review. If the decision diagram indicates your operation is an Interdepartmental Service Center (ISC), then the appropriate oversight body is the Interdepartmental Fees & Charges Committee and this memorandum does apply.

Information about the IF&C policies and procedures and other important information is located at the following web site: http://finance.unc.edu/finance-division/about-us/finance-committees.html#comm_inter. The following information is available on the web site:

- List of Interdepartmental Fees and Charges
- Interdepartmental Fees and Charges Policies and Procedures
- Rate Development Form and Attachments

In summary, requests for interdepartmental fees and charges for fiscal year 2012-13 must be submitted by September 15, 2011 to Dennis Press, University Controller’s Office, 104 Airport Drive, CB# 1270. Dennis can be reached at dennis_press@unc.edu or 962-7007. Thank you.

*This memo is also being sent to Deans, Directors and Department Chairs.*