End Process

**HOW TO ESTABLISH A NEW RECHARGE OPERATION**

**STOP!**

New recharge does not meet criteria.

Form 70A(request for unrestricted recharge account)

Send request to General Accounting to create new recharge account(s)

**(Financial Services)**

Final Approval

**(Financial Services)**

Respond to questions/review comments

**(Dept)**

Send questions/review comments to Dept

**(Financial Services)**

Review Proposal

**(Financial Services)**

Idea for new recharge center

No Questions/

Comments

Submit Proposal to Financial Services for review and approval

**(Dept)**

Form 70A(request for unrestricted recharge account)

New Recharge Operation Request Form

New Recharge Operation Rate Template

Prepare Proposal

**(Dept)**

Yes

Click the link below:

[**Establishing a New Recharge Operation**](file:///Y%3A%5C%40RECHARGES%5C%40Recharge%20Training%5CEstablishing%20a%20New%20Recharge%5CEstablishing%20a%20New%20Recharge%20Operation.docx)

No

Is criteria met to establish?

Determine if criteria is met to establish new recharge