Recharge Rate Proposal Review Process

1. Financial Services notifies the recharge units that the rate template has been uploaded to the Recharge Operations webpage.

2. Recharge unit prepares the rate calculation template.

3. Recharge unit submits rate calculation template to Financial Services before or by the May 15th deadline.

4. Financial Services begins reviewing the rate template for completeness, accuracy and adherence to policy.

5. Financial Services sends Recharge Rate Review Form to the recharge unit with follow up questions (if necessary).

6. Recharge unit answers follow up questions per instructions and returns answers and updated rate template to Financial Services.

7. Financial Services notifies the recharge unit of rate approval via email.

8. Recharge unit submits rate calculation template to Financial Services before or by the May 15th deadline.