



BOISE STATE UNIVERSITY

OFFICE OF BUDGET AND PLANNING

MEMORANDUM

TO: Vice Presidents
FR: Ken Kline, AVP Budget and Planning
RE: FY 2020-21 Chargeback Process
DT: September 21, 2020

Earlier this year, Chargeback Policy 6370 was approved requiring all chargebacks to be approved by a newly created Chargeback Committee. Per the policy, a chargeback is defined as:

- *A service or good provided by a department or unit to another internal department or unit on a per-use basis at an established billing rate, or at a price based on an established standard pricing method, for which the department or unit does not receive a central budget allocation. Only those departments and units using the service or good will be charged.*
- *Pass-through expenses are not considered chargebacks.*
- *This policy does not apply to revenue charged by auxiliary units or Recharge Centers under the Office of Sponsored Programs (OSP). Recharge Centers are governed under University Policy 5110 (Recharge Centers).*

As part of this policy, the Office of Budget and Planning has been designated as the responsible office for facilitating a chargeback request and approval process. This process includes an annual submission and review process as well as an ad-hoc request process. Departments should make every effort to ensure their requests are included as part of the annual process.

FY22 chargeback requests may now be submitted via smartsheets using the link on the Office of Budget Planning website (<https://www.boisestate.edu/vpfa-budget-and-planning/chargebacks/>). To be considered as part of the annual process, chargeback requests must be submitted and approved by each Vice President or designee by **November 11, 2020**. The Chargeback Committee will meet in December to consider all FY22 requests that have been submitted by the November 11 deadline.

Only approved FY22 chargebacks may be charged in FY22. Approved FY22 chargebacks will be published on the Office of Budget and Planning website.

Please contact the Office of Budget and Planning with any questions and/or to assign a designee for approvals.
