



OFFICE OF THE COMPTROLLER

CHARGEBACK DEPARTMENT AUTHORIZATION FORM

Department	Department Contact Person	Fiscal Year
Phone Number	Email Address	Fax
Description of Chargeback		
Is there an existing revenue source for this chargeback? Yes No		Indicate the revenue source code
Chargeback Type Check one option only Statewide (SW) (Mandated charges. Chargeback dept. charges state depts. for authorized fee, usage or charge) Ad Hoc (AH) (Chargeback department charges only state depts. for authorized fee, service, usage or charge.)		
Attach the following <ol style="list-style-type: none">1. Authority for Chargeback. The legal citations and a copy of the actual statutory or legislative language authorizing the chargeback. The language must be explicit. Inferred charges will not be authorized. Budgetary authorization must appear in the final General Appropriations Act to support the application.2. Chargeback Rates or Formula for Charges. A breakdown of the specific charges or the methodology for calculating the charges to a department. The charges or methodology must be detailed and capable of being verified against the actual charges to chargeback departments. Chargeback departments may not charge more than what is authorized in statute or regulation, or, if no restriction is identified, no more than the actual costs for providing chargeback services.		
Additional Information <p>When this chargeback is approved your approved Internal Vendor Code (IVC) will be activated on the VCUST table. Interdepartmental Chargebacks come up first in the VCUST table, so you will be able to identify your authorized Internal Vendor Code (IVC) and the status of its activation. Your Internal Vendor Code will begin with "ISELL"</p> <p>Please verify with your Security Officer that the individuals authorized in your department to enter IEs and Internal Payments have the necessary security to process these transactions. At least one individual must have Department Head Signature Authorization (DHSA) security for Interdepartmental Chargebacks.</p> <p>Once your Internal Vendor Code (IVC) and Security are active, and you have completed the E-Learning Modules, you are ready to begin chargeback business on the statewide enterprise accounting and financial reporting system (Mosaic).</p> <p>We may contact you over to verify rate structures. The formula, rate schedules or how rates are calculated should be retained on files at your department for auditing purposes. Chargeback departments (sellers) are not authorized to charge more than the statutory or regulatory rate, or if rates are not set by regulation or statute, not more than the actual cost of providing the chargeback. If audited, chargeback departments will be required to document that charges were based upon actual cost.</p>		