

# Recharge Center Newsletter

## Management Accounting and Analysis

### Calling All Ideas

No idea is too small or large! If you have any ideas for a process improvement related to recharge centers please complete the following form <https://catalyst.uw.edu/webq/survey/recharge/166694>  
Or send an email to [recharge@uw.edu](mailto:recharge@uw.edu) or

Please include the following information:

- ◆ Idea Owner
- ◆ Idea/Opportunity
- ◆ Proposed Solution (if known)
- ◆ Your involvement in the solution (Lead, Work Group, Provide Advice, Unable to participate at this time)

### Fiscal New Year is Fast Approaching

Many centers coordinate their rate cycles around the beginning of the fiscal year. As review times vary it is important to have your rate proposal in 4-6 weeks prior to when you would like the new rates to take effect.

**Recharge centers** are currently required to have their rates reviewed and approved on an annual basis by both their Dean/VP's office and MAA. **Cost centers** are required to have their rates reviewed and approved by their Dean/VP's office on an annual basis and by MAA when initially established and when one of following situations has occurred:

- new services or products are added, or
- significant changes are made to the methodology used to calculate the rate(s).

Both recharge and cost centers represent organizational units or activities that provide goods and services primarily to internal University operations. The distinction is that recharge centers charge more than \$175,000 annually to federally sponsored agreements OR more than \$1,000,000 in total charges. Cost centers charge less than \$175,000 annually to federally sponsored programs **AND** less than \$1,000,000 in total charges. If you believe that your center has or will change classification please contact MAA.

### Written Contracts with Federal Agencies Including Federal Pass-Through

When recharge centers are doing business with a federal agency or a federal pass-through, involving a signed written contract, there are specific requirements that must be met. Please be advised that in order to be paid for these services, contractors entering into agreements with federal agencies require registration with the Central Contractor Registration (CCR) system. For the University of Washington this is managed through the Office of Sponsored Programs (OSP). When a UW recharge/cost center provides services to a federal agency, the agency will issue a work order, task order, or other form of agreement for the services that includes contractual terms and conditions and other federal requirements. Recharge /cost centers are not authorized to sign such agreements, including federal pass through agreements. Instead, they should be forwarded to Sinh Simmons, OSP ([ssimmons@uw.edu](mailto:ssimmons@uw.edu)) for review and execution. Additionally, most invoices associated with these agreements must be submitted using the Wide Area Workflow (WAWF) system which is managed through Grant and Contract Accounting.

Failure to do this may result in delays in payments and other problems. Please contact Sinh Simmons at (206) 685-7165 or Danel Phelps at (206) 897-1482 if you have any questions.

### Brown Bag

You are invited to our next brown bag sessions for recharge and cost centers. As this is the last brown bag before of this fiscal year we would like to gather topics you would like to discuss.

Please send your list of topics to [recharge@uw.edu](mailto:recharge@uw.edu) by Wednesday May 9<sup>th</sup>. This will give us time to review and send out the topic the week before the meeting.

Date: May 23, 2012  
Time: 12:00-1:00  
Location: Roosevelt Commons Bldg  
4<sup>th</sup> Floor Conference Room  
RSVP: Danel Phelps

### Recharge Center LEAN Process Improvement

As many of you are aware we are still diligently working on the various tasks identified in the LEAN workshop. Groups are currently working on the topics below. If you would like to be involved in one (or more) of these topics please email to Danel Phelps .

Equipment Schedule  
Rate Proposal  
Quarterly Reports  
Invoicing  
On-Line Approval  
Web-Site  
Process Flow Chart  
Mid-Year Equipment Purchases

In addition to the aforementioned tasks, groups are also working on many other tasks! If you haven't already done so please take a moment to complete our survey at <https://catalyst.uw.edu/webq/survey/danelp/149895>

### MAA Contacts

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Management Accounting and Analysis Website  
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