-Campus Recharge Request Template-

Please complete the following data. Copy and paste into the body of your e-mail request and send to recharges@physics.ucsb.edu

1. Primary U.C. Account Number: 8-??????-?????-?
2. Department issued Project Code (full):
3. Start Date: MM/DD/YY
4. End Date: MM/DD/YY
5. Principal Investigator (PI): Last Name, First Name
6. Authorized User(s): Last Name, First Name
7. Account Controller: E-mail, Name, Phone extension
8. Secondary U.C. Account Number: 8-??????-?????-?

9. We, the ????????????? Department, request that the Physics Department create an internal Physics Department recharge account for the purposes of billing materials and services to the above U.C. account numbers.

   We understand that the secondary number will only be used if the primary number is found to be invalid. We will be notified that the charges were redirected, and will redistribute the charges to the appropriate account with our department using our own TOE mechanism.

   We understand that we must request an internal Physics Department account be closed before the U.C. account is closed, and that any charges already accrued on the internal Physics Department account will still be applied to the U.C. account(s) at the end of the recharge cycle, and may take an extra month to clear the U.C. General Ledger system.