



The University of North Carolina at Chapel Hill  
Office of Student Accounts and University Receivables

CB# 1400, 103 Bynum Hall  
Chapel Hill, N.C. 27599-1400

(919) 962-1368  
Fax (919) 962-1568

**MEMORANDUM**

TO: University Departments  
FROM: Angie Davis, Director  
DATE: May 15, 2001  
SUBJECT: Merchant Bank Fees

The UNC System has received approval from the Office of the State Controller and the Office of State Budget, Planning and Management to use state appropriations to cover bank fees charged on General Fund credit card receipts. Use of state appropriations may expand your funding options for e-commerce. In addition, the State has initiated a new approval process for State agencies desiring to charge customers E-Government transaction fees. Following are the new options to cover these expenditures:

- Institutional Trust Funds,
- State Appropriation (not to exceed the merchant bank fees charged on state receipts) and/or,
- Transaction fees approved by Information Resource Management Commission (IRMC), in conjunction with the Joint Legislative Commission on Governmental Operations. [General Statute 66-58.12 states that the revenue derived from the transaction fee must be credited to a non-reverting agency reserve account and, that the funds in the account may be expended only for e-commerce initiatives and projects approved by the IRMC, in consultation with the Joint Select Committee on Information Technology.]

For campus departments who wish to pursue approval from the IRMC for charging a transaction fee, the IRMC's justification form is attached. This form can also be found at <http://irmc.state.nc.us/> under Policies & Standards as an E-Government Policy. The justification form must be submitted to Roger Patterson, Associate Vice-Chancellor of Finance, CB# 1000, for campus approval and forwarding to the IRMC for approval.

Should you have any questions about the new policy, please feel free to contact Tommy Womble, Assistant University Cashier, at 962-5844 or Angie Davis, Director of Student Accounts and University Receivables, at 962-5848.