



THE UNIVERSITY OF NORTH CAROLINA

AT

CHAPEL HILL

Director, Financial Planning & Budgets
Chair, Interdepartmental Fees & Charges Committee

CB #1250, 440 West Franklin Street
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-1250

MEMORANDUM

DATE: November 14, 2003

TO: Chancellor's Cabinet
Deans, Directors and Department Chairs
University Business Managers

FROM: John C. Adams
Chair, Interdepartmental Fees & Charges Committee

RE: Campus Interdepartmental Fees and Charges

In a memo dated October 29, 2003 Executive Vice Chancellor and Provost Robert Shelton issued the new "Interdepartmental Fees and Charges Billing" policy and procedure, effective November 1st. The procedure calls for changes in fees/charges to be submitted by November 30th. Because the policy was delayed, the due date will be relaxed this year. In addition, to aid the Committee in establishing a data repository for existing fees and charges, I am asking this first year for you to submit information on all of your fees, including those with no projected changes. Eventually, a complete list of fees will be developed and posted to the University's web site for easy access.

Please submit the following information to the IF&C Committee, via my office, for **interdepartmental** fees/charges **only**:

1. A separate IF&C Billing Request for any new fee or proposed change to an existing fee or charge that will become effective 7/1/04, with all supporting documentation supporting the request (i.e., Attachments C and D to the policy). **Please submit by Wednesday, January 28, 2004.**
2. A separate IF&C Billing Request (Attachment A to the policy) for all fees and charges currently in existence. **Please submit by Friday, February 27, 2004.**

(Note: If your department has a fee or charge that you pass on to another department, regardless of funding sources, then the fee/charge needs to be submitted to the IF&C Committee for consideration. This request also applies to institutional recharge centers, whose operations are primarily devoted to services on behalf of sponsored projects. Recharge centers will receive a request for supplemental information under separate cover from the Office of Sponsored Research in the near future.)

The policy and the attached forms can be accessed at the Financial Planning and Budgets web site: <http://www.budget.unc.edu>. If you have any questions, please contact me at 966-1622 or jcadams@email.unc.edu.