



*TodayTip* is a new outreach effort by OGCA. The idea behind *TodayTip* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *TodayTip*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Verification of Charges (VOC): What Is Their Purpose and Why Do We Use Them?

What is a Verification of Charges form?

A VOC form is used by OGCA as a communication tool with departments regarding various accounting questions. Some examples are:

- Unallowable charges
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- Overrun accounts



your 2<sup>nd</sup> notification. Again, if the VOC form is returned with a satisfactory justification for the charges or with an explanation of an action taken (eg. JV processed) then the issue is considered resolved and no further action will be taken.

3. If the VOC form is not returned after the second notification, OGCA will send the same VOC form for the 3<sup>rd</sup> time. This time the subject line will indicate that it is your 3<sup>rd</sup> notification, the form itself will indicate that it is your 3<sup>rd</sup> notification and the bottom of the form will be signed by the OGCA Analyst to notify the department that if the form is not returned within 48 hours the charges will be written off to their Fund 1. There are now two possible outcomes:
  - a. If the VOC form is returned with a satisfactory justification for the charges or with an explanation of an action taken (eg. JV processed) then the issue is considered resolved and no further action will be taken.
  - b. If the VOC form is not returned within 48 hours after the 3<sup>rd</sup> attempt, the charges will be removed from the award and charged to the departments Fund 1 account.

For additional information: [https://www.uaf.edu/ogca/lifecycle/6-management/managing\\_financial/](https://www.uaf.edu/ogca/lifecycle/6-management/managing_financial/)