

# Recharge Account Codes (Local)

*When processing a recharge from one UCOP Chart of Account (COA) to another UCOP COA, you will use the internal recharge account codes. Below is a cheat sheet of the account codes and some quick tips on how to use them when submitting recharges to the BRC for processing.*

Account Code	What It's Used For
770000	INTERNAL RECHARGE - IT (DEBIT ENTRIES)
770001	INTERNAL RECHARGE - SUPPLIES (DEBIT ENTRIES)
770002	INTERNAL RECHARGE - OTHER (DEBIT ENTRIES)
775000	INTERNAL RECHARGE - IT (CREDIT ENTRIES)
775001	INTERNAL RECHARGE - SUPPLIES (CREDIT ENTRIES)
775002	INTERNAL RECHARGE OTHER (CREDIT ENTRIES)

## When to Use These Accounts

- Use these accounts when recharging expenses to other departments within UCOP
- **Use the 77xxxx for both the debit and the credit entries of the recharge**
- Use the each departments **entity and financial units** to identify where the expenses are moving from/to
- Previously coded as 09-3900

## Examples of When to Use These Accounts

- IT Web Recharges
- UCOP Copy Recharges
- UCOP Mail Recharges
- UPS Recharges