

your 2nd 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 3rd time. This time the subject line will indicate that it is your 3rd notification, the form itself will indicate that it is your 3rd 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 3rd 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/