

INTERDEPARTMENTAL TRANSFER FORM

Journal Entry Number: _____

Transaction Date: ____/____/____

Posted By: _____

<small>(Enter FUND or ORG-Not Both)</small>		Account <small>(6 Digits)</small>	<small>(Optional)</small> Prog. <small>(4 Digits)</small>	Description <small>(35 Character Limit)</small>	Debit <small>(Take Money Away)</small>	Credit <small>(Give Money To)</small>
Fund <small>(6 Digits)</small>	Org. <small>(5 Digits)</small>					
1						
2						
3						
4						
5						
6						
		HASH TOTAL <small>(Total Debits + Credits)</small>		TOTAL		

Provide an Explanation for Interdepartmental Transfer below: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Delivery Instructions: Department: _____ Room No.: _____ Building: _____ Deliver To: _____ Phone No. _____
Signature Approval: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <p style="text-align: center; margin-top: 5px;"><small>(Approval Signature) / /</small> <small>(Date)</small></p>	Received By: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <p style="text-align: center; margin-top: 5px;"><small>(Signature) / /</small> <small>(Date)</small></p>

Rev: 6/02/04

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Rev: 6/02/04

Memorandum

To:
From: Office of the Controller
Phone: 4837(Rick)
Mail: 4531
Date: 9/8/2010
Re: Interdepartmental Transfer Checklist

The following should be used as a checklist before submitting your form. If all lines are checked or verified, your form(s) are processed timely.

- Copy returned to Controllars Office should say Return to ML 4531. (Cannot Be Handwritten)
- Must contain at least the signature of the Fund/Org accepting the expense.
- Person who signed must be an authorized signer for the Fund/Org accepting the expense.
- Must contain a valid Fund number.
- Must contain a valid Org number.
- Must contain a valid Account number.
- Each line should contain **either** Fund or Org number, **never both**.
- If seeking reimbursement from a Fund or Org, you must provide proper documentation that the original expense was paid by your Fund or Org, i.e. Banner screen print.
- Must contain a proper description and/or a proper explanation.
- Must have enough budgeted dollars to cover the expense.
- If moving "Pool" dollars, a Budget Revision Form must be used