

Transfer Requests Guide

When requesting a transfer:

- a. The more detail you can provide, the better – complete FOAPALS are helpful
- b. Requesting a transfer for a batch process (P-card, print center, Bookstore charges) may involve a time delay. Until those transactions are posted, we cannot move them. For example, a September P-card charge will be moved after October 10th (when it is posted to the general ledger).
- c. The transfer FROM is the location where the monies or expense currently reside.
- d. The transfer TO is the location where you want the monies or expense to be.
**Don't worry about debit and credit (unless they are familiar accounting terms to you, we can sort out those details at entry).*
- e. Please attach backup if available – receipts, invoices, email approvals are included in the entry.
- f. Please CC the budget managers or proxies approving the transaction on both sides of the request.

Transfer situation	Things to know
Transfer requests that are not allowed	No transfers between 7xxxx and 8xxxx accounts
81200	This is general support without a defined expense. If you wish to send \$100 to the Clarke Forum to support an event but do not specify what that money will pay for, account 81200 is appropriate.
Account Selection	Avoid Miscellaneous accounts. Please choose an account that is most closely associated with the expense type – when in doubt, ask the Budget Office. <i>*Follow this rule even if the account is not listed on your budget. It helps the college track the type of expenses, report appropriately on our financial statements, and understand if it is an account we need to budget in the future.</i>

Examples

Transferring funding – 81200 account:

Financial Operations wishes to send \$100.00 to the Treasurer's Office to support their professional development event on 11.10.22. Please transfer \$100 from Financial Operations 110100-xxxxxx-81200-xxx to the Treasurer's office 110100-xxxxxx-81200-xxx.

Transferring an expense – 7**** account:

The Treasurer's Office purchased \$60.00 of office supplies that were not used in the event – receipt attached (if available). These were added to the general use supplies in Financial Operations and Financial Operations agreed to pay for them. Please transfer \$60.00 of this expense from the Treasurer's Office 110100-xxxxxx-70055-xxx to Financial Operations 110100-xxxx-70055-xxx.