

Interdepartmental Transfer Request Form Instructions



INTERDEPARTMENTAL TRANSFER REQUEST FORM

Print, Complete, and Submit to The Budgeting Department **J**

All fields below must be completed in order for the requested journal to be processed. An incomplete form will result in a processing delay or the return of your journal request.

General Journal Information

Fiscal Year of Request: **A**

Date of Request: **B**

Please Select One:

- C** Transfer of Expenditures
 Payment of Goods or Services Provided by Another
 Department Transfer of Allocation

Purpose of Transfer (please attach any supporting documentation): **D**

Account Information

*Amounts MUST equal

*If more than 2 accounts are needed, please fill out additional forms

	Department Account#		Amount
Line 1		E <input style="width: 250px;" type="text"/>	G <input style="width: 50px;" type="text"/>
		Expense to this Account (Charge) or Reduce Allocation	
Line 2		F <input style="width: 250px;" type="text"/>	G <input style="width: 50px;" type="text"/>
		Reimburse this Account (Credit) or Increase Allocation	

Authorized Signer for Line#1 Account:

Authorized Signer for Line#2 Account:

H {
 Signature & Date
 Print Name
 Phone#/Email

{ **I**
 Signature & Date
 Print Name
 Phone#/Email

FOR BUDGETING USE ONLY
AC / FM <input style="width: 95%;" type="text"/>
Journal# <input style="width: 95%;" type="text"/>
Date Input: <input style="width: 95%;" type="text"/>
Sub. Object: <input style="width: 95%;" type="text"/>
Entered By: <input style="width: 95%;" type="text"/>
Comments: <input style="width: 95%;" type="text"/>

K PLEASE REMEMBER TO MAKE A COPY FOR YOUR RECORDS
 If you have any questions contact:
 Rachael Killion at ext# 2565
rkillion@brockport.edu
L or
 Brittany Narburgh at ext# 2516
bnarburgh@brockport.edu

A. Fill in the Fiscal Year of Request:

- This should be the current fiscal year.
 - i. *Reminder our fiscal year runs July 1st through June 30th. July 1, 2024 – June 30, 2025, would be fiscal year 2024-2025.*
- During the lapsing period (when the fiscal year is being closed), transfer request forms will be accepted for the prior fiscal year. Please adhere to the posted deadline for this cut-off.
 - i. *The cut-off deadline can be found on the Budgeting website homepage, and it will also be shared in The Daily Eagle.*

B. Fill in the Date of Request:

- This should be the current date.
 - i. *A correct date can be most beneficial when multiple transfer forms of similar nature or even duplicate forms are submitted. If the transfer is for an expense; the date can assist in finding the correct expense in BI.*

C. Select the Correct Purpose of the Form:

- **Transfer of Expenditures:** Select this option if expenditures are being transferred between accounts.
 - i. Examples include:
 1. A department purchased an item on behalf of another department. Another example could be that
 2. A deficit has or is soon to occur in one account, and expenses need to be moved to another to ensure healthy available balances.
 - ii. In most cases, requests to move expenses should tie to expense detail found in BI.
- **Payments of Goods or Services Provided by Another Department:** Select this option for payment of an internal invoice.
 - i. Examples include:
 1. Campus Recreation, Student Union, or Athletic invoices.
- **Transfer of Allocation:** Select this option if requesting to move allocation between accounts. Allocation can only be moved within the same fund.
 - i. I.e., allocation can only be transferred from a Revenue Offset account to another Revenue Offset account. Allocation cannot be moved between Revenue Offset and IFR accounts. This applies to all funds.

D. Purpose of Transfer (please attach any supporting documentation):

- Explain the reason for the journal transfer. The justification should summarize the purpose and be represented by **NECESSARY** supporting documentation.
 - i. Each transfer request should include supporting documentation.
 1. Examples include: invoices, purchase orders, email confirmation, email approval/trail, a flyer for an event, etc.

E. Account Information: Line 1 Department Account#:

List the departmental account that will either be providing allocation (reducing allocation) or incurring the expense (increasing expenditures – as the charge was not previously in the account). This account's available balance will decrease due to the transfer.

F. Account Information: Line 2 Department Account#:

List the departmental account that will either be receiving allocation (increasing allocation) or crediting the expense (decreasing expenditures – as the charge was previously in the account). This account's available balance will increase due to the transfer.

G. Account Information: Amount (Line 1 & 2):

The amount listed on both lines should be equal, as the same amount is being transferred from one account to the other. This amount total should equate to what is detailed in the supporting documentation.

H. Authorized Signature and Date for Line#1 Account:

- **Signature:** This line should be completed by an authorized signer for the account listed on Line 1 and dated.
 - i. *To find the authorized signer for an account please go to the Budgeting Office Website > Departmental Account Information > Account Listing. This listing will show all authorized signers for SUNY Brockport state accounts.*
- **Print Name:** Print the name of the authorized signature to ensure legibility.
- **Phone#/Email:** Fill in the contact information of the authorized signer and any additional relevant contact information.

I. Authorized Signature and Date for Line#2 Account:

- **Signature:** This line should be completed by an authorized signer for the account listed on Line 2 and dated.
 - i. *To find the authorized signer for an account please go to the Budgeting Office Website > Departmental Account Information > Account Listing.*

This listing will show all authorized signers for SUNY Brockport state accounts.

- **Print Name:** Print the name of the authorized signature to ensure legibility.
- **Phone#/Email:** Fill in the contact information of the authorized signer and any additional relevant contact information.

J. Submit the completed Interdepartmental Transfer Form and supporting documentation to the Budgeting Office (5th Floor Allen Building).

- The form can be submitted via campus mail or scanned and sent via email to any Budgeting Office staff member (contact information listed below).

K. Remember to Make a Copy for your Records.

- Keeping a copy is necessary to assist with future account reconciliations and any correspondence related to the transfer.

L. Please contact the Budgeting Office with any questions or if further direction is needed.

- Rachael Killion, Director of Budgeting
 - i. Email: rkillion@brockport.edu
 - ii. Phone: 585-395-2565
- Brittany Narburgh, Financial Analyst
 - i. Email: bnarburgh@brockport.edu
 - ii. Phone: 585-395-2516