Interlocation Transfer of Funds Form

Required fields

Fiscal Year: **2017-18**

Period you would like the Transfer posted in: **Accounting must have the request at least 7 working days before end of the month to post into current period.**

October 2017

Subject Line: (appears in the BEA Header Description)

Returning funds back to UCLA. Original ITF journal date 1/31/16. Journal Posted 2/1/16. Journal ID FDR00069993. Year 1 UC Consortium for Black Studies in CA-P[redacted]

Explanation: (appears in the BEA Header Description)

Project did not take place for the Year 1 UC Consortium for Black Studies in CA and therefore, we need to return the funds back to UCLA. Contact Person at UCLA:[redacted]

Comments: FAU provided for the transfer to UCLA: 4-444067-RK-69090-08-FORD

Prepared By:	[redacted]	Tel. No.	[redacted]

This is an example of an ITF between "like" funds. UCR's Fund is 69085 but UCLA'S Fund is 69090, but since these Funds are the same type of Fund (Sales and Service Other) and have the same Fund Group Code, this transfer will be approved by UCOP.

Required fields

Corporate Account & Fund for Campus	Loc1	Loc2	Corporate Account	Fund	Sub	SAU	Transaction Description	Amount	
Transferring Funds From:	5	2	441681	69085	8			620	
Transferring Funds To:	4	2	444067	69090	8	RK	FORD	620	

Explanation of fields

Campus	Loc1	Loc2	How to determine whether to use 1 or 2 for Loc2?
Berkeley	01	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
San Francisco	02	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Davis	03	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Los Angeles	04	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Riverside	05	1 or 2	Activity Codes beginning with A0xxxx use #1; Activity Codes beginning with A4xxxx or A5xxxx use #2
San Diego	06	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Santa Cruz	07	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Santa Barbara	08	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Irvine	09	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.
Merced	10	1 or 2	1 is for Campus Local; and 2 is for Systemwide. The other campus must tell you which one to use.

Corporate Account - here at UCR we convert the Function and Activity code into the Corporate Account.
For example, Activity Code A01206, Function 72 is Corporate Account, 721206.
Other Campus' must provide the Corporate Account to you.

Fund - the only restriction here is that transfers must be going to and from the same Fund range.
For example, from 19900 to 19900 (same fund); or from 68122 to 69760 (same fund range)
You can't transfer from Fund 68122 to Fund 19900.

Sub - we prefer departments to use "sub 8" which is BC75.

Email completed form to: itf@ucr.edu
For assistance regarding ITFs, please send email to: itf@ucr.edu