Interlocation Transfer of Funds Form

Required fields

Fiscal Year: **2018**

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.**

PERIOD 5

Subject Line: (appears in the BEA Header Description)

Returning unspent UC President's Postdoctoral Fellow Funds

Explanation: (appears in the BEA Header Description)

UC President's Postdoctoral Fellow [redacted] obtained a position prior to the end of her appointment. Therefore there was an unspent balance. Returning these funds per [redacted] instructions in email dated 2/15/17. Funds transferred now due to leftover benefits to be cleared at year end closing.

Comments:

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

Most ITFs are between the same Fund, such as the example below where the transfer is going from UCR Fund 07427 to UCB's 07427. For State General Funds, such as 19900, the transfer must be between the same exact Fund and Function (the transfer can't be between different Funds or Functions).

Required fields

Corporate Account & Fund for Campus	Loc1	Loc2	Corporate Account	Fund	Sub	SAU	Transaction Description	Amount	
Transferring Funds From:	5		441666	07427	8			-23578.88	
Transferring Funds To:	1		D31716	07427	8			23578.88	

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