

UC Santa Cruz Interlocation Transfer of Funds (ITF) Request Form

ITF General Information

ITFs--also sometimes called ITOFs--are used to transfer funds (i.e., budget) from one UC location to another. The location sending the funds submits the ITF to UCOP for processing. Planning and Budget submits ITFs for UC Santa Cruz. Note that expenses are not transferred via ITF. Contact Accounting for information regarding interlocation expense transfers.

UCOP's ITF system is available from July – May and is closed for June. ITFs are processed in monthly batches and the UCOP system is closed for submissions during the 2nd half of each month. Request deadlines for May and December may vary, but for all other months the system is available, transfer requests received by the 15th of the month will post to campus ledgers in that same month, barring complications with the transfer. Contact Planning and Budget if you would like to receive notifications for December and May deadlines.

Please direct questions about this form or ITFs in general to the current ITF contact listed on the Planning and Budget website.

Instructions for Completing

This request form can be submitted electronically or via campus mail to Planning and Budget (Mailstop: Chancellor's Office). If mailing, complete the Approvals section at the bottom of the form. Electronic submissions should be sent by an individual authorized to transfer the funds or in an email thread that contains appropriate approvals.

A sample ITF with field instructions is available on the Planning and Budget website. If completing the form in Excel, click on field titles in row 19 for instructions, notes, or a list of values for that specific field.

To complete this form in Excel...

For each line to be entered, use the dropdown in Column B to designate the line as a "From" line or a "To" line. Fields that don't apply will automatically be excluded.

Preparer: Hannah Vanderlinden 1				Telephone / Email: 831-459-5500 / hrvander@ucsc.edu 2				Date: 2/3/2020 3				
Line	Type of Line (From/To)	LOC 1	LOC 2	Account [Org]	Fund	SUB (0 - 9)	Activity Code [optional]	Description [Leave blank.]	Current Year Amounts		Permanent Amounts	
									Debit	Credit	Debit	Credit
1	From 4	07 5	1 6	445678 7	69850 8	3 9	PS8912 10		2,000.00 12			
2	To 4	04 5	2 6	441234 7	69850 8	8 9				2,000.00 12		
3												
4												
TOTALS:									2,000.00	2,000.00	0	0



Explain why the funds are being transferred and reference any documentation on file. Include any information that the receiving campus has asked you to provide. When possible, identify a contact at the receiving campus who is familiar with this transfer.

Per award letter from Program Director Smith to PI Grantee dated 01/30/20. Award # XYZ-789-0000-02. UCOP accounting string provided by H.S. Poliver. 13

APPROVALS (for requests submitted by mail)

Local Department Level Signature: 14 Date Signed:

Local Division Level Signature: 15 Date Signed:

Field Instructions	Field Values
<p>1. <u>Preparer</u>: Enter the name of the person who is initiating this transfer and can answer questions regarding the transfer.</p> <p>2. <u>Telephone/Email</u>: Provide contact information for the Preparer.</p> <p>3. <u>Date</u>: There isn't a date field to enter in the ITF system, so this is just the date of the request, not the desired date of the transfer.</p> <p>4. <u>Type of Line (From/To)</u>: Enter "From" if the line is providing accounting information about the sending campus (UC Santa Cruz) and "To" if the line is providing accounting information about the receiving campus.</p> <p>5. <u>LOC 1</u>: Use the 2 digit number campus number from the list on the right.</p> <p>6. <u>LOC 2</u>: For local campuses, enter "1". For systemwide entities such as UCOP or MRUs (including UCO Lick), enter "2".</p> <p>7. <u>Account [Org]</u>: For "From" lines, enter the 6 digit org. For "To" lines, enter the 6 digit account number provided by the receiving campus. Other campuses don't use the word "org."</p> <p>8. <u>Fund</u>: Enter the 5 digit fund number. If the "From" fund number doesn't match the "To" fund number, contact Planning and Budget to verify the transfer is permissible. The 19900 cross-program restrictions that apply to TOFs also apply to ITFs. Contact Planning and Budget for more information.</p>	<p><u>LOC 1</u></p> <p>01 - Berkeley</p> <p>02 - San Francisco</p> <p>03 - Davis</p> <p>04 - Los Angeles/UCOP</p> <p>05 - Riverside</p> <p>06 - San Diego</p> <p>07 - Santa Cruz</p> <p>08 - Santa Barbara</p> <p>09 - Irvine</p> <p>10 - Merced</p>
<p>9. <u>SUB (0 - 9)</u>: Enter the 1 digit number code that corresponds to the budget pool (B0#000). See the list on the right. Note that the list displays how the SUB is used at UC Santa Cruz. Other campuses may provide SUBs not used here. Such SUBs (e.g., 5) can be entered for "To" lines, but should not be entered on "From" lines.</p> <p>10. <u>Activity Code</u>: For "From" lines, enter the Activity Code if there is one. For "To" lines, leave this field blank.</p> <p>11. <u>Description</u>: Leave this blank for Planning and Budget to complete. ITF line descriptions must follow a specific format in UCOP's ITF system.</p> <p>12. <u>Current Year Amounts</u>: Because of the way the ITF system is set up, enter amounts for "From" lines in the Debit column and amounts for "To" lines in the Credit column.</p> <p>13. <u>Explanation</u>: The explanation should concisely describe the purpose of the transfer and include award numbers, names and dates on request/approval letters that are on file, and any information that the receiving campus has asked you to provide. When possible, identify a contact at the receiving campus who is familiar with this transfer. Note that the explanation has a 500 character limit in the ITF system. For reference, this Explanation explanation is 455 characters.</p> <p>14. <u>Local Department-Level Signature</u>: This should be an authorized signer such as a Division, Department, or Unit Head.</p> <p>15. <u>Local Division-Level Signature</u>: Depending on authorization levels, a second, Division-level signature may be required.</p>	<p><u>SUB (0-9)</u></p> <p>0 - Academic Salaries</p> <p>1 - Staff Salaries</p> <p>2 - General Assistance</p> <p>3 - Non-Capital Expenditures</p> <p>4 - Equipment & Facilities</p> <p>5 - Not Used</p> <p>6 - Retirement & Employee Benefits</p> <p>7 - Not Used</p> <p>8 - Unallocated Budget</p> <p>9 - Recharge Revenue Pool</p>