

Interlocation Transfers of Funds (ITF) Guide for UCSC Departments

Effective 9/1/23, a new system for processing Interlocation Transfer of Funds (ITF) was implemented for the University of California. This new system requires the use of accounting elements consistent with the new systemwide Common Chart of Accounts (CCOA), which was implemented on July 1, 2023. Instructions and forms for ITFs have been updated. Budget Analysis and Planning (BAP) will continue to process all outgoing and incoming ITF's and is available to support units in preparing forms for these transfers. Questions about ITFs should be directed to itf-bap-group@ucsc.edu.

Please use [this form](#) if your department needs to transfer funds to another UC Campus or Multi-Campus Research Unit (MRU) or if your Department is receiving funds from another UC Campus or MRU and you need to provide them the CCOA account string.

Outgoing Funds:

If your department needs to transfer funds to another UC Campus or MRU – Please fill out the following information on the ITF Request form:

- Subject Line- Which UC campus or MRU is this transfer going to?
- Explanation- Brief description of the purpose of the transfer. (If any) Please include any specific programs or projects involved in this transfer. Feel free to include the receiving campus's local account string in the explanation box.
- GL Transfer From (DR) (Cell J5): Amount being transferred
- Campus Comments (Cell O5): Your unit's full local account string (Fund-Org-sub-activity(optional))
- Departmental Approval and date approved

Once this information has been completed, please send BAP an excel copy of this form using the shared email: itf-bap-group@ucsc.edu. In your email, include the receiving campus account string in the new CCOA format. The other campus will need to provide this information to you which includes:

Entity Level C, Account Level E, Account Level D, Fund Level D, Fund Level C, Function Code,
Department, Project, Program, Description, Campus Comments, Flex 1, Flex 2
Green = Required
Yellow = Optional

BAP will then convert the provided UCSC local account string to the new Common Chart of Account format and enter the receiving campus account string. Once this has been completed, BAP will process the transfer and provide your department with a confirmation email that includes the form number (SXXX).

- Campus Comments (Cell O7): Your unit's full local account string (fund-org-sub-activity(optional))

Please send an email to itf-bap-group@ucsc.edu. BAP will then convert your account string to CCOA format and forward you the form to provide to the Campus/MRU.

Example of completed ITF form from Department for incoming transfers:

[illegible]

Example of completed ITF form after BAP conversion for Incoming transfers:

[illegible]

Please email itf-bap-group@ucsc.edu if you have any outstanding questions or concerns.