

## **Interlocation Transfer of Funds (ITF)**

### **What is an Interlocation Transfer of Funds (ITF)?**

An ITF is a transaction that is a budgetary transfer of funds between UC campuses or between a UC campus and the UC Office of the President (UCOP). ITFs are used by academic departments, organized research units, research centers, and programs housed at UCOP to provide funding for various purposes at other UC campuses.

### **What are some examples of ITFs?**

Some programs/departments that make awards through the ITF process include:

- Toxic Substances Research Program at UCD
- M.I.N.D. Institute at UCDCUC MEXUS Program
- Center for Health Quality and Innovation (CHQI) Gift and Endowment Funds

### **What can't be transferred using an ITF?**

Intercampus payroll transactions must follow the intercampus payroll transactions policy and procedure and cannot be accomplished using an ITF.

- Extramural funds (except gift and endowment funds) are not transferred using the ITF process. The transfer of extramural research funds to another campus for the purpose of collaborative research between academic units is accomplished by means of a Multi-Campus Agreement administered by the Extramural Accounting Offices at the campuses involved in the agreement. Contact the Extramural Accounting office to determine the status of Multi-Campus Agreement transfers.
- Agency account funds cannot be transferred to another location using the ITF process. Use the IOC process.

### **Are there UC account and fund restrictions?**

Yes, there are exceptions that need to be considered when using certain UC accounts and funds. All UC accounts on the form must have the same higher education function for funds such as State General Funds, State Specific Funds, State Special Funds, Student Fee Funds & The President's Funds. Gifts & Endowments Funds that are not given for a specific higher education purpose and Self Supporting Funds may cross higher education functions. You may cross funds as long as both UC funds have the same Fund Group Code.

### **When will ITFs appear on the ledgers?**

ITFs are recorded by rather than cut checks to one another, UC handles ITFs via a system of financial control accounts. It involves completion of an ITF form. ITFs are processed through a systemwide software program. UCOP has deadline (usually 5 business days before month end) and has final approval on all ITFs. ITFs initiated by another campus must be error-free and submitted to UCOP by their monthly due date to be recorded on that month's ledgers.

## How do ITFs appear on the ledgers?

The **Tracking Number** field contains the letters “ITF” and the 5 digit number assigned to the transfer with always begins with the letter “S”. The **Transaction Description** field gives a brief description of the transfer. The amount of the transfer will appear in the appropriation field.

## How to initiate ITF transfers.

Download the ITF template spreadsheet

Fill out the required fields:

Document Header: (Subject Line and Explanation)

Document Line: (Entity Level C, Account Level E, Fund Level D, Function Code, Department and Description, GL Amount Debit and/or GL Amount Credit) Circled in red is not required.

The screenshot shows an Excel spreadsheet template for ITF transfers. The header row (row 2) is light blue and contains 'Subject Line', 'Explanation', and 'Comments - (Sys Budget Office Use Only)'. Row 3 is a separator row. Row 4 is the main header for document lines, with columns: Entity Level C, Account Level E, Account Level D, Fund Level D, Fund Level C, Function, Department, Project, Program, GL Transfer From (DR.), Transfer To (C), Perm. Tr. From (DR.), Perm. Tr. To (CR.), Description, Campus Commer, Flex 1, and Flex 2. Red boxes highlight the following fields: Account Level D, Fund Level D, Fund Level C, Project, Program, and the last three columns (Campus Commer, Flex 1, Flex 2). The text above the spreadsheet states: 'The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter information only in the light blue shaded areas. You may insert or delete rows in between row 5 and 20.'

**Entity Level C:** Campus Code 1911 IRVINE (**Campus Location**)

**Account Level E:** Insert Debit or Credit codes by Campus (See Account E in spreadsheet)

**Fund Level D:** Fund number being transferred.

**Function Code:** Higher Education Function code (first 2 digits of UC account)

**Department:** Provide KFS account number (UCI only. Other campuses should provide their unique department code)

Submit to Budget Office contact below.

### Budget Office Contact:

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