

## COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 308-30</b>
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Revenue Transfers</b>	Effective date: 01/01/2000
	Revision date: 02/01/2016

### PURPOSE

To list and define the use of revenue to revenue transfers

### SOURCE

University Policy

### POLICY

Revenue to revenue transfers between or within PeopleSoft financials departments can be performed to correct revenue classification or to distribute revenue collected by one department to another department. Revenue account budget lines must exist for the departments involved in the transfer before the transfer can be completed.

A revenue to revenue transfer between departments is different from voluntary fund transfers in that they represent a correction or proper allocation of collected revenue. As such, they are subject to Budget Office Administrative Fee assessment for non-grant accounts. The monthly Administrative Overhead Fee process will automatically adjust for revenue to revenue transfers, moving the fee to the Departments to which the revenue was transferred.

### CMP 308-30: Revenue Transfers

#### Procedure

Revenue to Revenue transfers must be processed by the Comptroller's Office for non-grant accounts and Office of Sponsored Projects for grant accounts. Departments may request transfers by filling out a "[Transfer of Funds](#)" form and submitting the form to the Comptroller's Office, Box 4080. Transfers over \$5,000 should first be sent to the Budget Office, Box 4118 for approval. For grant accounts, departments may request transfers by filling out the [Grant Transfer of Funds](#) form and submitting it to the Office of Sponsored Projects, Box 4070.

For information on expense to expense transfers, see [CMP 430-29: Expense Transfers - Non Payroll](#)