Interdepartmental Payroll Transfer (IPT) Checklist

☐ One IPT per Employee, per Pay Period

☐ Distribution of Payroll Expense Report

☐ IPT Form (3 pages)

Page 1:

☐ Responses to Justification questions are adequate and follow the Cost Transfer Guidelines on the PAASFC Website

Page 2: (never put salary and ERE on same line)

☐ Salary one line. (Both Debit and Credit)

☐ ERE one line. (Click +) to add another line. (Both Debit and Credit)

☐ Speedchart MUST be listed for each account.

   Example: Grant Project ID # 1001234, Speedchart for project id# is G1001234.

   Example: State/Local dept # 2660050, Speedchart is 2660050F11(state) or 2660050F25 (local).

☐ Signature on “Change from – Credit”

☐ Signature on “Change to – Debit”