

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: CMP 308-30
	Section: 300 Deposits of University Funds
	Page 1 of 1
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Revenue Transfers	Effective date: 01/01/2000
	Revision date: 04/21/2020

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 of collected revenue.

CMP 308-30: Revenue Transfers

Procedure

Revenue to Revenue transfers must be processed by the Comptroller's Office for non-grant accounts and the 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 Office of Sponsored Projects, Box 4070.

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