

## COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 430-26</b>
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Voluntary Fund Transfers</b>	Effective date: 01/01/2000
	Revision date: 04/21/2020

### PURPOSE

To list and define the use of voluntary transfer-out expense account codes and voluntary transfer-in revenue account codes.

### SOURCE

University Policy

### POLICY

#### **CMP 430-26: Voluntary Fund Transfers**

Voluntary fund transfers may be made between PeopleSoft Financial Departments to fund expense activity in the receiving department. Transfers are not allowed for state departments (1100, 1200, and 1500 fund codes) and agency funds (Fund Codes beginning with a "7" or Speedchart suffix of F7\*). As a general rule, voluntary fund transfers should be used to provide funding support for expense activity outside the funding Department's purpose and that is more appropriate for another Department expense activity type (see [CMP 202](#): Establishment of Departments). Some examples include:

College's administrative unit (Academic Support) providing funding support to Student Life (Student Services) for a cultural event,

Central administrative unit (Institutional Support) funding a College's faculty development initiative (Academic Support).

College's administrative unit (Academic Support) funding a cost share department for grant cost share commitments.

A transfer-out to a Department must be offset by a transfer-in from another Department for the same dollar amount.

### PROCEDURE

Transfers between PS Departments are processed through a Inter Departmental Transfer (IDT). Valid journals are routed to the department being charged for approval. The journal is then routed to Financial Accounting Services for final approval if less than \$5,000. Transfers greater than \$5,000 are routed to the Budget Office prior to being routed to Financial Accounting Services for final approval.

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**CODES**

<b>Transfer-Out Expense Account Code</b>		
<b>Account Code Name</b>	<b>Account</b>	<b>Definition</b>
Voluntary Transfer-In	810500	To transfer in revenue (credit)
Voluntary Transfer-out	830500	To charge transfer-out expense (debit)

**CROSS-REFERENCE**

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

For information on revenue to revenue transfers, see [CMP 308-30, Revenue Transfers](#)

For instructions and a form for transferring Payroll Expenses, visit the [Interdepartmental Payroll Expense Transfer](#) or see [CMP 430-28](#).