

Interdepartmental Transfer (IDT)

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A university department may pay for goods and services received from another department using the Interdepartmental Transfer (IDT) procedure. This internal procedure provides a mechanism to charge and credit accounts within the university without the need to write a check. The department providing the goods or services should initiate the IDT using procedures established by the controller's office. The initiating department must retain copies of the documentation as required by Records Management (2.9). As with any other purchase, funds must be available in the applicable account.

An IDT is not to be used to shift balances or move budgets from one account to another unless there is a legitimate transfer of goods or services at a fair and reasonable price. If a department's intent is to move budgets from one fund to another, the budget office should be contacted.

An IDT is not to be used to transfer capital equipment from one department to another. Such transfers are handled through Procurement and Property Services. See Property Inventory and Management (17.14). However, if an exchange of funds is involved in the equipment transfer, an IDT may be used to effectuate that part of the process.

Departments that initiate IDTs must develop written internal procedures that include:

- a segregation of duties in recording, reconciling, authorizing and approving IDT transactions
- IDT documentation distribution, location and retention responsibilities
- The process used to review accounts and verify IDT charges and credits

Cross Reference: Records Management (2.9); Property Inventory and Management (17.14)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Interdepartmental Transfer Summary available on the SFA Business Forms website

Board Committee Assignment: Finance and Audit