



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Accounts Receivable

Instructions for Cash Transfer between Organizations Form

This form must be used to transfer cash (revenue) from one organization to another organization.

The organization transferring the cash (revenue) must prepare this document and must use the same type of Banner funding, i.e., Restricted Use (RU) or Sponsored Research Overhead (SRO), on the top and the bottom section of the form. The correct organization name and Banner fund numbers for each organization must be on the form in the designated fields and the amounts at the top and bottom of the form must be equal. The State Fund # field on the form is used by Financial Operations (AR) and cannot be accessed by the preparer. ***Note: General Use fund numbers must never be used on this form. The Budget Adjustment (Journal Voucher) form is to be used for the transfer of General Use funds.***

Fields at the top of the form must be completed so that the preparer may be contacted for information that is needed prior to processing the cash transfer.

Cash transfers will be processed in the order received and ordinarily within two or three business days. Forms must be received by Financial Operations (AR) before the fiscal year deadline established annually by the University Budget Office and Financial Operations.

This form may be signed and dated by the initiating Budget Officer and Budget Review Officer before it is sent to Financial Operations (AR), Campus Box 38, for processing.

Please call Accounts Receivable at Ext. 3070 if you have questions regarding the preparation of this form.