Instructions for Cash Transfer between Organizations Form

This form is used to transfer cash (revenue) from one organization to another organization (example: a college or academic unit helping supplement cash for one of its departments). No department should have a negative cash balance at the end of the fiscal year. Check Reporting Services to review current cash balances.

Do use:

- To transfer Restricted Use (RU) funds to another Restricted Use (RU) fund

Don’t use:

- To pay for services
- To transfer General Use (GU) funds
- To transfer safekeeping funds

The organization transferring the cash (revenue) must prepare this document using the same type of Banner funding, i.e., Restricted Use (RU) or Sponsored Research Overhead (SRO), on the top and the bottom sections 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 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.

Revised by Financial Operations May 2018