**Intercampus Transfers FAQ**

An ITF is a transaction that is a budgetary transfer of funds between UC campuses or between a UC campus and the UC Office of the President (UCOP). ITFs are used by academic departments, organized research units, research centers, and programs housed at UCOP to provide funding for various purposes at other UC campuses. Rather than cut checks to one another, UC handles intercampus transfers of funds via a system of financial control accounts.

For a UCR department to send funds to another UC location or receive funds from another UC location, they must first contact the central budget office by submitting UCR’s Intercampus Funds Transfer form to itf@ucr.edu. The budget office must first approve the transfer before proceeding.

**Q: How are intercampus transfers processed?**

Intercampus transfers are submitted by the campus *sending* the funds to UCOP’s Intercampus Transfer of Funds (ITF) System. The ITF System enables the transfer of funds, both permanent and temporary, between the campuses and systemwide locations. Authorized users enter the transfer information into a database via a Web-based application, which validates the account and fund data and ensures that the expenditure and income accounts are in balance, at the Systemwide Accounting Unit (SAU) level. The UCOP Budget Office has oversight for all transfers of funds, and approves, changes, or rejects the transfer requests that are entered each month.

Access to the ITF system is limited to authorized University of California staff. At UCR, the ITF Team (Budget Office) are the only personnel who can access this system.

**Q: I am receiving funds from another campus, what should I know?**

The other campus may have requested a Chart of Accounts (COA) from your department. Please note that at UCR, transfers are received and recorded on central accounts. The campus submitting the transfer into the UCOP system will need both a revenue/debit and an expense/credit COA from UCR.

To obtain these, please submit UCR’s ITF form to the Central Budget Office (CBO) via the Google Form found on our website. The ITF team will email you to provide the necessary central account information (both revenue and expense) for you to share with your campus partners.

If your campus partner has questions about this process, please have them contact their assigned ITF personnel at their campus for assistance.

**Q: I am sending funds to another campus, what should I know?**

The other campus will need to provide both a revenue/Debit and an expense/Credit COA for the transfer. This information needs to be entered into UCR’s ITF template under Section 2.

**Q: Are there any COA restrictions?**

* Contracts and grants cannot be transferred via ITF.
* Transfers must involve an operational fund.
* The fund transfer must fall under the same Fund Level C group for both campuses.
* UCOP monitors cross-functional transfers.
* UCR’s COA will always use a Default Project; other projects are managed via PPM or are non-transferable.
* Transfers between ANR and UCR require the use of entity 1531 and an A4 activity.

**Q: When will ITFs appear on the ledgers?**

If your ITF is submitted error-free by the 20th, it will be recorded on that month's ledgers before they close, typically around the 3rd business day of the following month. Please note, no transfers are processed in June.

UCOP processes ITFs through a systemwide software program and has a submission deadline (usually 5 business days before month-end). UCOP also provides final approval for all ITFs. When another campus initiates an ITF (with UCR receiving funds), it must be error-free and submitted to UCOP by the monthly deadline in order to be recorded in that month's ledgers.

**Q: What can’t be transferred using an ITF?**

When reimbursing or recharging expenses to another campus for costs incurred on behalf of UCR, an Intercampus Order and/or Charge (IOC) form must be used.

An ITF is intended to transfer budget for anticipated future expenses. However, if the expenses have already been incurred and recorded on the other campus's ledgers, an IOC form is required to transfer the expenses instead.

IOC’s are handled by the Accounting team but a link is provided below for your reference.

[Intercampus Order or Charge (IOC) Form](Intercampus%20Order%20or%20Charge%20%28IOC%29%20Form)

**Q: I am receiving an RGPO award, what do I need to know?**

Research Grants and Program Office (RGPO) at UCOP provides funding for various research grants to UC campuses. Those typically are not provided in a contract or grant fund and in many cases is provided via a regular operational fund (i.e. 19900, 69761).

Though RGPO awards are recorded in Kuali and the system automatically assigns a "K" number, these records are for informational purposes only and cannot be utilized to track expenses as these funds are not managed in PPM. To distinguish these funds from other sources, you must create a Flex1 to track expenses.

**Q: What are ‘Expense Claimed’ funds and how do I know if the funds I am receiving or sending fall into this category?**

Some funds are intended to be expense-claimed to the state. UCOP will retain the actual revenues, and the campus receiving the allocation must submit monthly expense reports to UCOP in order to receive the corresponding revenue as the budget is spent.

If expenditure claims are required, the transfer is purely budgetary, meaning no financial entry is recorded. While the campus books the budget for the unit, UCR will not receive the revenue until an expense report is submitted to UCOP showing the funds have been spent.

Award letters should indicate the fund source and whether claims are necessary. If you're unsure whether the funds require claims, contact your representative for the other campus for clarification. The campus receiving the funds is responsible for submitting expense claim reimbursements to UCOP on the allocation received. If you are unsure whether the funds you’re sending to another campus require claims, reach out to your fund manager. It's important to inform the receiving campus, as they will be responsible for submitting the claims for the budget allocation they receive from UCR.

**Process Flow Chart**

