Funding Transfer Request Instructions

In order to request a transfer, you must use the "Funding Transfer Request" form.

Funding Transfers are used to move funds within SL001 or within SL100 - they must stay in the same fund and they must net to zero by account.

The total debits (+) is the area giving up the funds and that must equal the total credits (-) which is the area receiving the funds.

Save the file as a Microsoft Excel Workbook (.xls)

- In the top portion of the form, fill in the following sections:

				California Polytechnic State University Funding Transfer Request						
				Prepared By:	Jeanne Scott				**NET=**	0.00
				Orig Dept:	**Provost**		**.CC:**		**Emi Youngquist**	
Date	Reference #	Journal Class	Original Journal ID				**Via:**			
12/1/2020				**Description:**		CSM Assigned Time AY 20-21 Gutierrez Hagen Walker Tomanek Tseng				

- **Prepared By**: Your name

- **Orig Dept**: Department of person submitting the request

- **CC**: Include any staff member in department affected by entry; please remember to include them in the email request

- **Date**: Current date

- **Description**: Purpose of the transfer

				Prepared By:	Jeanne Scott						NET=	0.00

					Orig Dept:		UBFP		.CC:		Emi Youngquist	
Date	Reference #	Journal Class	Original Journal ID					Via:				
12/1/2020				Description:		CSM Assigned Time AY 20-21 Gutierrez Hagen Walker Tomanek Tseng						

Account	Fund	DeptId	Program	Class	Project	Accounting Use	Line Desc	Accounting Use Only		Amount
570951	SL001	120001					CSM Gutierrez (24)			51522.00
570951	SL001	117500					CSM Gutierrez (24)			-51522.00
570951	SL001	120001					CSM Tseng (4)			8587.00
570951	SL001	117500					CSM Tseng (4)			-8587.00
570951	SL001	120001					CSM Hagen (4)			8587.00
570951	SL001	117500					CSM Hagen (4)			-8587.00
570951	SL001	120001					CSM Walker (10)			21468.00
570951	SL001	117500					CSM Walker (10)			-21468.00
570951	SL001	120001					CSM Tomanek (4)			8587.00
570951	SL001	117500					CSM Tomanek (4)			-8587.00

- Required Chartfields are Account, Fund and DeptId. Use Program, Project and Class as needed.

  o Account to use is either 570951 or 570904. You will use the same account for both sides of the transfer:

    ▪ 570951 is used for all one-time transfers of funding

    ▪ 570904 is used for permanent transfers of funding
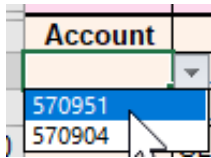
  o Program Code – use of program code on a funding transfer is allowed only if the use of the funds meets the criteria and you must include the program code on both sides of the transfer.

- Line Desc should support purpose of the transfer; please refrain from using commas and limit to 30 characters.

Email the completed Funding Transfer form to budgettransfers@calpoly.edu

Once the budget office has reviewed the transfer request, our office will forward the request to University Accounting and Reporting for processing.