



## CONTROLLER'S OFFICE POLICY

<b>SUBJECT:</b>	FINANCIAL AFFAIRS	<b>TITLE:</b>	INTERDEPARTMENTAL TRANSFER POLICY & PROCEDURES		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Finance & Treasurer		<b>Responsible Office:</b>	Controller's Office	
<b>CODING:</b>	00-09-01-05:00	<b>ADOPTED:</b>	01/05/09	<b>AMENDED:</b>	xx/xx/xx
				<b>LAST REVIEWED: xx/xx/xx</b>	

**I. PURPOSE**

To outline the requirements and a process for requesting the establishment of an Interdepartmental Transfer.

**II. ACCOUNTABILITY**

Under the direction of the Vice President for Finance and Treasurer, the Controller shall ensure compliance with and implement this policy.

**III. APPLICABILITY**

An Interdepartmental Transfer (IDT) is established to provide a mechanism for a Service Department to recover costs associated with the provision of goods or services to User Departments on a University-wide basis.

**IV. DEFINITIONS**

**Service Department:** A department furnishing goods or services (eg. Mailroom, Telecommunications, Printing & Duplication, Inventory, etc.) to another (User) department.

**User Department:** A department receiving the goods or services.

**V. POLICY/PROCEDURE**

To request a new IDT, the following steps should be followed:

1. A department requesting a new IDT shall forward a memorandum to the Manager of Data Control detailing the basis of the requested IDT.
2. The Manager of Data Control, with the appropriate Business Manager shall interview the Service Department head to evaluate the request and make recommendations to the Controller.
3. The Controller shall evaluate the recommendation and either approve or disapprove the implementation of the requested IDT.

An approved request will be forwarded to the Data Control Manager, who will complete the Interdepartmental Transfer Profile (Exhibit 1), issue a Journal Voucher number and due date, and communicate submission instructions to the Service Department (Exhibit 2).

A disapproved request will be communicated by the Controller to the requesting Service Department.

4. At the subsequent Business Managers meeting, the New IDT Form will be distributed to all in attendance and the Service Department will be present to describe the services and answer questions.

The Service Department, having been issued an IDT, must adhere to the following procedures to insure the proper recording of their transactions:

1. The Service Department shall fully and accurately complete the Inter-Departmental Transfer Posting Form in compliance to the policy issued for completion of said form (Exhibit 2). A computerized facsimile may be submitted with the prior approval of the Data Control Manager.
2. The Service Department shall submit the Inter-Departmental Transfer Posting Form on or before their respective pre-established due dates to the Data Control Department.
3. The Service Department shall be responsible for researching all invalid account numbers encountered during data entry as notified by the Data Control Manager on the IDT Rejected Accounts Memorandum (Exhibit 3) and shall re-submit the charges in the following month.
4. The Service Department shall retain all supporting documents used to prepare the IDT for either User Department or independent auditor's review. Consistent with the policy for such records, the documents shall be retained for a period of seven years.

During the course of the Fiscal Year, the Data Control Department will provide the following services:

1. Maintain a Schedule detailing IDT services and custodians for distribution to the Business Managers at the commencement of the fiscal year.
2. The Data Control Manager shall release schedules as necessary to IDT Service Departments announcing non-standard due dates for the submission of IDT's (i.e. Fiscal Year End, interim physical inventories, etc.). Otherwise, standard monthly due dates have been assigned to each IDT, and are detailed monthly on the FINANCE SYSTEM CLOSE SCHEDULE.
3. Review of the IDT Posting Form received from the Service Department for completeness and compliance.
4. Posting properly completed and approved IDT's on-line to the finance system.

In the event an encoded account number is rejected during the finance system validation process, an IDT Rejected Accounts Memo will be issued to the Service Department.

To properly utilize IDT goods and services, the User Department has the following responsibilities:

1. Insures Fund Availability for all requested services through appropriate Business Manager.
2. Validates IDT charges appearing on the monthly Departmental Transaction Statement.
3. Contacts the Service Department to obtain support documentation for support charges.

**Exhibit 1**

<b>INTERDEPARTMENTAL TRANSFER PROFILE</b>
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IDT DESCRIPTION:		IDT NUMBER:	
DEPARTMENT:		DUE DATE:	
DEPARTMENT HEAD:		UNIT:	

CAMPUS	CHARGE INDEX	CHARGE IDT EXPENSE ACCOUNT	RECOVERY INDEX	RECOVERY ACCOUNT
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Newark				
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New Brunswick / Piscataway				
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Stratford / Camden				
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LOCATION CODE	Service to campus YES or No	Custodian Name & Ext
J = Newark		
K = New Brunswick / Piscataway		
L = Stratford / Camden		

**Will recovery exceed the overall cost of goods and / or services ?**

**if yes, how do you intend to utilize the surplus /**

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**Approvals:**

\_\_\_\_\_  
Department Head (Print Name)

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Associate Controller Date  
Accounting & Financial Reporting

## **Exhibit 2**

### **DATA CONTROL DEPARTMENT IDT SUBMISSION INSTRUCTIONS**

The following guidelines should be followed when preparing your Excel Spreadsheet for posting by Data Control.

#### **Complete (attached Exhibit 2A) the IDT Excel Spreadsheet Heading Information:**

Your assigned IDT Document, IDT Description, Date, Prepared By and Approved By (should be the IDT Custodian).

Note – IDT Document Numbering Scheme - All IDT Document Numbers start with the letter “I” (eye), the second position should represent the Month (July = 1, August = 2, ..... April = A, May = B and June = C), the 3<sup>rd</sup> & 4<sup>th</sup> position represents the fiscal year (09), the 5<sup>th</sup> position represents the originating Campus (“J” for Newark, “K” for New Brunswick / PISC and “L” for Stratford / Camden). The 6<sup>th</sup> & 7<sup>th</sup> position are reserved for the IDT Custodian’s assigned IDT # (example 01 = Duplicating / Printing). The 8<sup>th</sup> position is just a sequence # used by the IDT Custodian for submitting multiple IDT’s in the same month.

Example, IDT document # I209J011 represents an IDT for the month of August, fiscal year 2009, from Newark; IDT is for Duplicating / Printing.

#### **Complete the IDT Excel Spreadsheet Detail Information:**

Populate the first row (Recovery Credit) for the total IDT to be recovered. Only used the approved (per the IDT Transfer Profile) IDT Recovery Index, Fund and Account. Populate the (Index, Fund & Account) remaining rows with the data relating to the departments to be (Debit) charged. Only used the approved (per the IDT Transfer Profile) IDT Expense Account Number. Ensure that total debits = total credits before submitting this IDT to Data Control. The Transaction Description (max 35 characters) must be meaningful to the end user, use Order #s, Req #s or other details that can be easily traced back to supporting documentation.

When submitting this document to Data Control via email – include the IDT Number in the Subject or Body of your email.

<b>Exhibit 2A</b>							
<b>Document Number</b>							
<b>Description</b>							
<b>Date</b>							
<b>Prepared By</b>							
<b>Approved By</b>							
<b>Seq Num</b>	<b>Index</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Ind</b>	<b>Rule Code</b>	<b>Transaction Description</b>
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