

M E M O R A N D U M

To: CLAS Financial Staff

From: Joe Kieleszewski, Administrative Manager, CLAS

Subject: CLAS Policy on Transfer of Funds Between Indexes/Departments

Date: November 13, 2007

Effective immediately, all Journal Vouchers, Restricted Expenditure Transfer Request Forms, or all other requests (i.e. memos) requesting a transfer of funds between indexes must be approved by the Business Manager of the college. The request should clearly state the purpose of the transfer or it will be returned to the department. In addition, departments SHOULD NOT be using IRB's (Internal Requisition and Inter-Account Bill) to transfer funds between indexes/departments no matter how insignificant the amount of the transfer. IRB's should only be used for "Internal Billings of Services or Goods between units within the University". However, there have been instances in the past in which some departments have used IRB's to transfer funds and they were accidentally approved by both the Dean's Office and Disbursements.

In the event a department/program intentionally by-passes the Dean's Office in obtaining approval for the transfer of funds, the department/program will be assessed a penalty. Please send all of these requests directly to Joe Kieleszewski (2155 Old Main).

Thank you for your assistance.

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