FINANCIAL TRANSFER REQUEST

Grants & Contracts Administration (GCA) Financial Transfer Request (FTR) eForms

Financial Transaction Request Forms (FTR)

FTRs can be used to transfer expenses on or off of a grant fund or to reallocate expenses to the correct account line if they were initially charge incorrectly. When submitting a FTR, please be sure that the following conditions have been met:

1. Include any supporting documentation to identify and verify the expenses on the FTR. This could include: cost transfer justification form, travel documentation, purchase orders, Banner screen shot, documentation from PI, etc.
2. Ensure that there are sufficient funds available and that the transfer is acceptable.
3. Include the identified expense using the ‘Correcting Entry Document #’ field in the FTR.

When submitted to GCA through the ImageNow system, your Research Administrator will review the document for accuracy. If allowable, the FTR will be approved and routed forward. If additional information is needed, your Research Administrator will contact the requestor. Research Administrators have 5 business days to approve documents in ImageNow. If information is not received in the allotted time, the document will be denied (with a reason for denial). If you have any questions, please reach out to your Research Administrator in GCA for further clarification.

Interdepartmental Invoices (IDI)

Interdepartmental Invoices can be used to pay for services such as recharge unit services or other expenses that are billed to another department on campus that should be paid on a grant fund. When submitting an interdepartmental invoice, please be sure that the following conditions have been met:

1. Funding is available in the correct account code on the grant fund to pay for the expense.
2. The expense is allowable and budgeted on the grant.
3. Include any supporting documentation to identify the charge, such as a department invoice or statement showing the charges.

When submitted to GCA through the ImageNow system, your Research Administrator will review the document for accuracy, following the same procedures as listed above for FTR approvals.