8500 Transfer Process Overview

• **What is it?** A Three-Step Process that involves both the Budget and Financial Reporting Departments.

• **What Indices?** Use this process when you are moving budget between:
  – Two designated/restricted indices, OR
  – A designated/restricted index and a current fund index

• **Why?** All current accounts are the same fund type (110001), but designated, restricted and other account types have their own unique fund numbers. The 8500 account is the interfund transfer account.
8500 Transfer Process – Step 1

- **Purpose** – Moves budget from Income/Salaries/Operating account(s) into 8500 account for Index supplying funds.
- **Form** – Budget Transfer Request
- **Submit All Steps together – Budget Office**

**STANDARD EXAMPLE**

<table>
<thead>
<tr>
<th>Purpose Code</th>
<th>Account Code</th>
<th>Activity Code</th>
<th>Purpose Number</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Purpose of Transfer (Required): Transfer funds from reserve to cover faculty research project.

Reminder: Check your 8500 Account Balance first (FGIBDIST – far right Column). If negative, make sure you add this figure to what you intend to transfer out of the index.

March 2009
8500 Transfer Process – Step 2

- **Purpose** – Translates funds from the Supplying Index 8500 account into the Receiving Index 8500 account.

- **Form** – Income/Expense Transfer Request (“green sheet”)

- **Submit All Steps together** - Budget Office
8500 Transfer Process – Step 3

- **Purpose** – Moves budget from 8500 account of Receiving Index to the intended Salaries/Operating account(s).

- **Form** – Budget Transfer Request

- **Submit All Steps Together** - Budget Office

---

**BUDGET TRANSFER REQUEST**

<table>
<thead>
<tr>
<th>Index Code</th>
<th>Account Code</th>
<th>Activity Code</th>
<th>Account Number</th>
<th>Amount ($)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G9416</td>
<td>0050</td>
<td></td>
<td></td>
<td>$ 1,000</td>
<td>Transfer from 8500 for faculty research fund</td>
</tr>
</tbody>
</table>

Purpose of Transfer (Required):
Transfer funds from 8500 for Faculty Research Project

<table>
<thead>
<tr>
<th>Unit Approver</th>
<th>Signature</th>
<th>Notes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[Date]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

March 2009