

Fund Transfer Guidelines

The university operates within a fund accounting system where each fund has certain conditions and limitations on the use of its resources. In order to retain the integrity of each fund source, it is necessary to limit transfers between funds (those transactions that take place in account codes 91xxx and 92xxx). Instead of a fund transfer, ORM always recommends moving expenses via a journal voucher to the fund where the revenue/budget resides.

However, there may be times when a fund transfer is the only viable option. In these instances, it is important that the transfer have a corresponding budget. Because the budgeting for fund transfers is complicated, ORM is responsible for ensuring that all fund transfers are properly budgeted.

To initiate a fund transfer, submit a Budget Change/Fund Transfer form to your respective financial analyst in the Office of Resource Management. After review, the analyst enters the transfer into Banner and returns a copy of the completed form with the corresponding document number. You can find the Budget Change/Fund Transfer form as well as a sample at

http://rm.uoregon.edu/budget_and_finance/general/fund_transfer_form.xls

Use account codes 91250 for transfers in and 92250 for transfers out if both funds lie within Budgeted Operations.

Use account codes 91001 for transfers in and 92001 for transfers out if the funds involved are across Budgeted Operations and Non-Budgeted Operations funds or between Non-Budgeted Operations funds.

All JVs using any transfer account code are automatically placed in a queue for review by financial analysts in ORM.

If you have any questions about this process, please contact your financial analyst at ORM.

To view the funds that are within Budgeted Operations:

http://rm.uoregon.edu/budget_and_finance/general/

To view the entire list of transfer account codes (and all account codes), click on the following link to the BAO website and open the Excel document "Account"

<http://baowww.uoregon.edu/FinMgt/finmgtCOA.htm>

To view the OUS FASOM description of transfer account codes:

<http://www.ous.edu/cont-div/fasom/sec2/sec02.php#a0218>