



California State University San Bernardino
INTERAGENCY FINANCIAL TRANSACTION (IFT) REQUEST FORM

For use in lieu of invoice for transactions between CSU, San Bernardino and other CSU campuses and/or the Chancellor's Office. See instructions on following page.

IFT Requestor/Contact

Date:

First and Last Name:

Department/Program:

Telephone:

Email Address:

IFT Details

Subject Line:

Detailed Description/Explanation:

Remitting Agency/Campus

Campus to charge:

Account	Fund	Dept ID	Class	Project	Amount
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Receiving Agency/Campus

Campus to receive funds:

Account	Fund	Dept ID	Class	Project	Amount
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Contact Name:

Contact Email Address:

Contact Telephone:

Note: Supporting documentation: (emails, registration forms, MOU, etc.) must be provided

California State University San Bernardino **Interagency Financial Transaction (IFT) Request Form Instructions**

Please complete each of the fields of information on the IFT request form.

Date – Enter the current date

Requestor Contact Information:

First and Last Name – Identify the individual from CSUSB submitting the request

Department/Program – Identify campus Department/Program the requestor is associated with
Telephone – Provide the campus requestor contact telephone number

Email Address – Provide the campus requestor contact email address

Campus chartfield string to receive funds:

Provide a complete PeopleSoft, Account, Fund, Department ID and Class (optional) and Project (optional) where the payment/reimbursement is to be recorded

Explanation of Transaction Request – Include details for this request to answer the questions of Who, What, When, Where, Why; such as what is being charged to who and why

Remitting Agency/Campus Information:

Campus to Charge – List the other CSU campuses involved in the transaction with CSUSB

Dollar Amount – Specify the dollar amount of the expense(s) to be reimbursed

Contact Name – Provide the CSU campus contact name(s)

Contact Email Address – Provide the CSU campus contact email address(es)

Contact Telephone – Provide the CSU campus contact telephone number(s)

Save the completed PDF form.

Supporting documentation for the request must be submitted with the form.

The IFT may not be processed without sufficient supporting documents.

There must be some acknowledgement from the campus receiving the IFT that they are in agreement with the charges being requested.

Send the completed PDF request form and supporting documents as attachments via email to IFTRequest@csusb.edu.

**Questions and submitting requests should be directed to Maria Burlingame:
IFTrequest@csusb.edu.**