



Request for Interdepartmental Transfer (I.T.)

An I.T. is used for payment or transfer of funds between student organizations and University departments, e.g., Bookstore, University Printing/Copy Center, Security. An I.T. is **not** used for off campus purchases or food services.

Complete the information requested below and submit this request form to your adviser for proper transmittal.

Allow one day for processing.

For Office Use Only

I.T. Number _____

Date _____

Dept. to be Charged _____ Dept. to be Credited _____

Account/Natural Acct. _____ Account/Natural Acct. _____

Description _____

Estimated Amount \$ _____

Requested by _____
Name Phone Number E-mail

Approved by _____
Student Organization Adviser

For Office Use Only

Processed by _____ Date _____
Student Aide