

## Interdepartmental Request (IDT) Instructions

### Definition

Interdepartmental transfers are a type of billing between two departments for services offered on campus.

### Expense Account

The expense account is the account you designate to charge the goods or services. The expense account should be given to the department providing the goods or services at the time the goods have been received or the service has been performed.

**Please note:** If you are charging an account that is a sponsored project, i.e. an account with a sub department of RES1, an approval is needed from the research office *prior* to sending the document to accounting for processing. This approval should be included in the request or directly forwarded to accounting by the Research Office.

### Object Code

The object code consists of a four digit number that describes and/or categorizes the expense being charged or the revenue being received. Below are some examples of expense and revenue object codes commonly used on recurring IDT transactions. To search a full listing of object codes available, please copy and paste the following link to your browser:

<http://apps6.system.tamus.edu/objcodes/default.aspx>

Transaction Description	Expense Object Code	Revenue Object Code
Boat Usage	5850 –Rental of Marine Equipment	0445-Rental Boat
Biohazard Disposal	5610-Hazard Waste Disposal Services-Ext	0448-Sales-Drugs, Medicine, Medical, Supplies
Institutional Advancement-Variou Events/Accounts	6335-Other Expenses Local Only	0528-Sales- Tickets
Island Waves Advertising	5641-Advertising Services	0480-Advertising
Isotope Sample Analysis	5453-Other Professional Services	0624-Services - Other
Parking Garage	5670-Other Contracted Services	0508-Parking Fees-other
Performing Arts Ticket Sales	5236-Athletic/performing Arts Tickets	0528-Sales-Tickets
Performing Arts – Staffing	5864-Rent Other Space Onsite	0442-Rental - Space
Plotter Usage	5616-Svcs-Reproduction,Scan, Imaging	0624-Services - Other
Rec Sports Ticket Sales	5236-Athletic/performing Arts Tickets	0528-Sales-Tickets
Vehicle Usage	5840-Rental of Motor Vehicles	0451-Rental-Vehicles

## ***Transaction Description***

The transaction description field should include a brief description (35 character limit) of the transaction. This description will be the description shown in FAMIS and/or Canopy when reviewing the account detail screens. Some examples include:

- 1) Isotope sample analysis Oct-2015
- 2) HRI Chevy Z-71 USAGE NOV-2015
- 3) State of the Union IDT
- 4) Michael Martin Murphey Tickets – IDT

## ***Amount***

This field reflects the dollar amount of the transaction.

## ***Revenue Account***

The revenue account is the account receiving payment for the goods disbursed or services performed. The department providing the goods or services typically initiates the IDT transaction and provides the account for which the revenue is to post.

## ***Additional Justification (optional)***

This field allows the department initiating the IDT to elaborate on the nature of the expense since the transaction description field is limited to 35 characters.

## ***Supporting Documentation***

Each IDT should include supporting documentation to provide justification for the transfer of funds. For example: an invoice, e-mail correspondence, log sheet, etc. Not all IDT's will have additional supporting documentation. An IDT request form that includes an explanation of the charge may be sufficient enough to process the request.

**IDT Form Example**

<b>TEXAS A&amp;M UNIVERSITY - CORPUS CHRISTI</b> <b>INTERDEPARTMENTAL TRANSFER REQUEST FORM (IDT)</b>
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Interdepartmental transfers are a type of billing between two departments for services offered on campus.

Expense Account - <b>Debit</b>			Transaction Description	Amount	Revenue Account - <b>Credit</b>		
Account	Support Account	Object Code			Account	Support Account	Object Code
659020	00000	5453	Isotope Sample Analysis	1,024.00	245910	00000	0624
<b>TOTAL</b>							

**Additional Justification (if applicable):**  
Please see attached invoice for detailed information supporting the IDT charge.

*Note: Any charges to grant accounts will need prior approval from the research office.*

Prepared by : \_\_\_\_\_

Approved by : \_\_\_\_\_

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