

Section 11.03

INTERDEPARTMENTAL TRANSFERS (IDT's)

Interdepartmental transfers are a type of billing between two departments for services offered on campus. It is a type of open credit plan that a department can utilize. For example, a department can request a service from physical plant for their office or department. A work order is placed specifying what the services are for and what account number to bill. Each month, the department providing those services will send accounting a list of accounts and amounts to bill for those services. Accounting will make entries to charge the department requesting the services and post the revenue to the department providing those services. Some types of idt's done on a monthly basis are telecomm, facility services, recreational sports, print shop, copiers, and postage. IDT's are normally entered on batches starting with the prefix "ID" or "IT". Since accounting is only provided an account number and amount to charge each department, a request for backup documentation must be made to the department providing those services.