

# Submitting Interlocation Transfer of Funds (ITF's)

The ITF system has been **updated** to allow the use of the new COA (Chart of Accounts). This means that UCOP will no longer be using their old FAU for the Corporate Account when submitting/receiving funds to/from campuses. We have updated the guidelines to reflect this change. Please let the BRC CAAP team know if you have any questions.

## What's the Same

- The ITF form has not changed ([ITFForm](#))
- Follow the updated [guidelines](#) on how to complete the form
- In the **Explanation** field continue to include your Chart of Account (COA)
- If you use the PPM module in Oracle, include your **POETAF** in the Explanation field
- Include the name, phone number, and email address for the campus contact
- The ITF form should be submitted using the [BRC CAAP ServiceNow form](#)
- Your Budget Coordinator will review and approve the ITF request
- The BRC will process your ITF request

## What's New

- You will no longer use your FAU on the first line of the form**
- Instead you will use the expense account and fund from your COA
- There are some things to note when including your COA:
  - ✓ **Entity:** Use your department's entity
  - ✓ **Financial Unit:** Use your Financial Unit
  - ✓ **Account:** Use the appropriate 78XXX5 account to designate a transfer of funds (debit to UCOP) to a specific campus (see next page for ITF Expense Account codes)

### Explanation

COA: xxxxx-xxxxx-xxxxxxx-780xx5-xxx-xxx-xxxxxxxx-xxxxxx-xxxxx-xxxxxx-xxxxxx

POET: xxxxxxx-xxxxxx-xxxxxx xxxxx-xxxxxx

Explanation of why funds are being transferred to a campus. The COA and POET information is needed in the explanation until the ITF program is updated to allow the use of the COA. Use your FAU in the form below.

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Quick  
Reference  
Guide

## UCOP ACCOUNT CODES FOR TRANSFERS OF FUNDS TO CAMPUSES

### UCB

780015 INTERLOCATION TRANSFER OF FUNDS - UCB (DEBIT ENTRIES FOR UCOP)

### UCSF

780025 INTERLOCATION TRANSFER OF FUNDS - UCSF (DEBIT ENTRIES FOR UCOP)

### UCD

780035 INTERLOCATION TRANSFER OF FUNDS - UCD (DEBIT ENTRIES FOR UCOP)

### UCLA

780045 INTERLOCATION TRANSFER OF FUNDS - UCLA (DEBIT ENTRIES FOR UCOP)

### UCR

780055 INTERLOCATION TRANSFER OF FUNDS - UCR (DEBIT ENTRIES FOR UCOP)

### UCSD

780065 INTERLOCATION TRANSFER OF FUNDS - UCSD (DEBIT ENTRIES FOR UCOP)

### UCSC

780075 INTERLOCATION TRANSFER OF FUNDS - UCSC (DEBIT ENTRIES FOR UCOP)

### UCSB

780085 INTERLOCATION TRANSFER OF FUNDS - UCSB (DEBIT ENTRIES FOR UCOP)

### UCI

780095 INTERLOCATION TRANSFER OF FUNDS - UCI (DEBIT ENTRIES FOR UCOP)

### UCM

780105 INTERLOCATION TRANSFER OF FUNDS - UCM (DEBIT ENTRIES FOR UCOP)

\*Note: Use the 78XXXX accounts as your departmental account when transferring funds from UCOP to a Campus

\*Note: When a 7XXXXX account is used, a Function Code must also be used in that COA

[7XXXXX Complete Cheat Sheet](#)