Information

Transfer of Previously Charged Expenses

Effective

December 13, 1995

Applicability

This policy applies to University Employees (administrators, faculty, and staff).

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Controller's Office
University Accounting and Financial Reporting
Service Complex, Louisville, KY 40292
502-852-6164
controll@louisville.edu

History

Revision Date(s): June 1, 2007; February 6, 2020

Reviewed Date(s): June 1, 2007; March 1, 2010; February 6, 2020

Categories

Reason for Policy:

To expedite a request for charging one departmental account of the university by transferring a charge from another departmental account.

Statement:

University departments with established billing systems shall not utilize the Intra-University Transfer (IUT) form. The IUT form is not to be used for any purchase of goods or services from sources external to the university. The IUT form must be used when moving expenses between two departments in order to obtain proper signature authority from each department.

Related Information:

Examples of transfers:

1. Services rendered.
2. Operating expense.
3. Reimbursement of costs (e.g. Xerox charges).
4. Registration fees for internal conferences and seminars.

Charges to/from University of Louisville Foundation, Inc.

The following types of transactions may not be eligible for expense transfers.

1. Charges contingent upon the university bidding process must meet the same criteria as required in the General Funds.
2. University of Louisville Foundation personnel services contracts.
3. University of Louisville Foundation outside printing.
4. Other expense transfers as designated by the Purchasing Department.

All expense transfers are subject to the policies regarding the allowed timing of recharged expenses as defined in the following:

- Timely Posting of Transactions
- Payroll and Other Expense Transfers