

**THE UNIVERSITY OF TEXAS AT DALLAS
INTRA/INTER DEPARTMENTAL TRANSFER**

IDT NO. I- -

FBM092 REPORT REFERENCE		CHARGE			CREDIT			
DATE		POSTING REFERENCE	ACCOUNT NO. (6 digit no.)	SUBCODE (4 digit no.)	AMOUNT	ACCOUNT NO. (6 digit no.)	SUBCODE (4 digit no.)	AMOUNT
MO	YR							
TOTAL					TOTAL			
REASON FOR IDT:								

CHARGED DEPT:	Prepared By (Printed Name):	Ext	Approved By (Printed Name):	Approval Signature	Date

CREDITED DEPT:	Prepared By (Printed Name):	Ext	Approved By (Printed Name):	Approval Signature	Date

ACCOUNTING:	Approval Signature	Date

IDT MUST CONFORM TO BUSINESS PROCEDURE NUMBER 20.

IDT CHECKLIST:

- AVAILABLE BUDGET IN THE ACCOUNT AND IN THE BUDGET SUBCODE
- PROVIDE PROPER DOCUMENTATION
- USE THE CORRECT REVENUE OR EXPENDITURE SUBCODE
- MEANINGFUL REASON FOR IDT
- SIGNATURES ON IDT REFLECTED ON THE SIGNATURE AUTHORITY LIST

IDT FORM CANNOT BE USED TO TRANSFER:

- BUDGET
- FUND BALANCE
- SALARIES AND BENEFITS
- COMMITMENTS