



## REQUEST FOR INTERDEPARTMENTAL TRANSFER (IT)

An I.T. is used for payment or transfer of funds between student organizations and University departments, e.g., Hullabaloo advertising, Facilities Services, Public Safety. An I.T. is **not** used for off-campus purchases, food services or the bookstore.

Complete the information requested below and submit this request form to your adviser for proper transmittal. **Allow one day for processing.**

|                            |
|----------------------------|
| <b>For Office Use Only</b> |
| I.T. Number _____          |

Date \_\_\_\_\_

Dept. to be Charged \_\_\_\_\_ Dept. to be Credited \_\_\_\_\_

Account & Natural Acct. \_\_\_\_\_ Account & Natural Acct. \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Amount \$ \_\_\_\_\_

Requested by \_\_\_\_\_  
**Name** **Phone Number** **E-mail**

Approved by \_\_\_\_\_  
**Student Organization Adviser**

|                               |
|-------------------------------|
| <b>For Office Use Only</b>    |
| Processed by _____ Date _____ |
| <b>Student Aide</b>           |

