

Process:	Interdepartmental Transfers (IDTs)		
Contact:	Humanities and Social Sciences	Last Revision Date:	09/27/2016
	Financial Services		

Introduction:

Interdepartmental Transfers (IDTs) are transactions for materials or services between University departments and/or activities.

1. Complete **[Financial Services IDT request form](#)**
 - a. Department/Unit Name
 - b. Department Contact
 - c. Date
 - d. Transaction Description- detailed description of the purpose of the IDT
2. Provide a copy of Wolfpack Reporting System (WRS) report showing transactions to move
3. Provide copies of transactions being moved
4. Submit completed form and supporting documentation via email or hard copy to Financial Services Rep. Copy Department Head in accordance to departmental policy

Additional References:

Spending Guidelines: http://controller.ofa.ncsu.edu/files/2014/06/Spending_Guidelines.pdf

Forms: https://busoffice.chass.ncsu.edu/finance/processes_forms.php