Process:	Interdepartmental Transfer (IDT) Process		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	05/09/2025

Introduction:

Interdepartmental Transfers (IDTs) are transfers of non-salary expenses, for materials or services, between CHASS units and other NCSU units. (Journal entries are used to transfer non-salary expenses among CHASS units.) An IDT is processed after the expense has been posted in the financial system and the transferred expense must align with spending restrictions applicable to the projects impacted.

Before processing an IDT, the unit receiving the expense must provide the CHASS unit with a contact person's name, email, phone number, a project number to receive the expense, and the OUC of the project being used.

To Request an IDT: The unit receiving the reduction to their expenses (credit) processes the IDT. Therefore, if a CHASS unit has an expense on their project, and a portion (or all) of the expense is being transferred to another NCSU unit, the CHASS unit processes an IDT to receive a credit for the expense being covered by the other unit.

1. Complete an IDT Request form. Please note that the Transaction Description should explain the purpose of the transfer. {For example, Transferring a shared expense between History and Statistics departments for Dr. Jones' travel to New Orleans for a national conference (TA2468512564426)}.
2. Provide supporting documentation for the transfer
   a) a copy of the WRS report, indicating the transaction(s) data
   b) a copy of the transaction(s) supporting document
3. Submit the completed form and supporting documentation via the Submit an Interdepartmental Transfer link on the IDT form or the Financial Services website.