



**Budget Office Procedure
For:**

Internal Allocation and Transfer Request

Purpose: To provide guidance on the internal allocation/transfer of funds between department and/or division in the WyoCloud Financial System.

Internal Allocations & Sales Rollup Internal Service Allocation Grouping (IDT)

76001 Internal Service Allocation: Plant Operations

- Includes internal charges to and from University Operations related to Plant/Building Charges (i.e., Utilities, Maintenance/Repairs, etc.)

76002 Internal Service Allocation: Info Tech

- Includes internal charges to and from Information Technology for UW IT services (i.e., Telecommunication, Data, Networks parts, etc.)

76003 Internal Service Allocation: Other Inter Unit/Center Allocations Grouping

- Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601)

76601 Internal Sales Auxiliaries

- Internal charges to and from auxiliary services (i.e., Store, Copy & Print Center, Transportation Services, etc.)

Inter-Unit and Intra-Unit Allocations should only be used with the Unrestricted Operating and Designated Operating Fund Classes; these transfers should be used between fund classes: Unrestricted (FC105) to Unrestricted (FC105), Designated (FC200) to Designated (FC200) or crossover fund classes between (Unrestricted (FC105) to Designated (FC200) and vice versa as needed. They are **NOT** to be used for foundation held funds or grants.

76201 Inter Unit/Center Allocations

- Inter-Unit Allocations should be used to allocate actual funds from one division/college to another (i.e., College of Arts & Science, College of Business, Research & Economic Development, Student Affairs, Academic Affairs, etc.).

76401 Intra College Allocations

- Intra-Unit Allocations should be used to allocate actual funds from one organization to another within the SAME Subdivision (i.e., History and A&S Dean's Office are organizations within the College of Arts & Science subdivision).

Provisions for Replacement & Depreciation Grouping

77001 Provisions for Facility Renewal

- Maintenance and improvement of facilities for the current purpose (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves for specified future use)

77002 Provisions for Non facility Renewal (capital project)

- Maintenance and improvement of non-facilities or repurposing of existing assets (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves for specified future use)

77003 Transfers To/From Plant Fund Project Related

- New capital equipment projects or repurposing of existing capital assets (i.e., move funds from the unrestricted operation or designated operating fund to plant reserve account for specified future use)

Transfers To/From Operations Grouping: these are transfers To/From Unrestricted Operating (FC105), Designated Operating (FC200), Plant Fund (FC700, FC7xx) and Unrestricted Operating Reserve (FC110). They are **NOT** to be used for foundation held funds or grants.

77401 Non mandatory Transfers To/From Operations Funds

- Non mandatory Transfer To/From Operations Funds should be used to allocate actual funds from one fund class to another, when a fund class other than FC105 and FC200 is involved, for capital projects see 77405.

77405 Transfer for Capital Projects funds

- Actual new capital projects, associated with University Campus Operations (i.e., move funds from the unrestricted operating, designated operating, and foundation funds to plant fund (FC770, FC7xx) identified with PPM project ID.

Procedures

1. Stakeholders will submit the transfer request form located on the Budget Office Website (see below sample) to the Budget Office via email.

 Inter/Intra Budget Transfer Request										
Entity	Account	Fund Class	Fund Source	Organization	Exp Class	Program	Activity	Future	Debt	Credit
						0000	0000	0		
						0000	0000	0		
						0000	0000	0		
						0000	0000	0		
Explanation for the Transfer:								Total	-	-
Approved by:					Date:					

2. Once the Budget Office approves the transfer request, it will be forwarded to the Accounting Office for processing.