



**INTERAGENCY FINANCIAL TRANSACTION (IFT)
REQUEST FORM**

Valera Hall 360
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For use in lieu of invoice for transactions between CSU, Northridge and other CSU campuses and/or Chancellor's Office.
See instructions on following page.

Date: _____

Requestor Contact Information:

First and Last Name: _____
Department/Program: _____
Telephone: _____
Email Address: _____

Campus Chartfield String to Receive Funds:

Account	Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____	_____

Explanation of Transaction Request:

Charge Information:

Campus to Charge: _____
Dollar Amount: _____
Contact Name: _____
Contact Email Address: _____
Contact Telephone: _____

Note: Supporting documentation (emails, registration forms, MOU, etc.) must be provided.

SUBMIT TO: Accounting & Reporting, Mail Code 8334 or email to Andrew.J.Anderson@csun.edu

Interagency Financial Transaction (IFT) Request Form Instructions

Please complete each of the fields of information on the IFT request form.

Date: Enter the current date

Requestor Contact Information:

First and Last Name: Identify the individual from CSUN submitting the request

Department/Program: Identify campus Department/Program the requestor is associated with

Telephone: Provide the campus requestor contact telephone number

Email Address: Provide the campus requestor contact email address

Campus Chatfield string to receive funds:

Provide a complete PeopleSoft Account; Fund; Department ID; Program; Class (optional); Project (optional) where the payment/reimbursement is to be recorded.

Explanation of Transaction Request: Include details for this request

Charge Information:

Campus to Charge: List the other CSU campuses involved in the transaction with CSUN

Dollar Amount: Specify the dollar amount of the expense(s) to be reimbursed

Contact Name: Provide the CSU campus contact name(s)

Contact Email Address: Provide the CSU campus contact email address (es)

Contact Telephone: Provide the CSU campus contact telephone number(s)

Save the completed PDF form.

Supporting documentation for the request must be submitted with the form. The IFT may not be processed without sufficient supporting documents. There must be acknowledgement and approval from the campus being charged that they are in agreement with the charges being requested. If collecting funds for registration, a list of attendees is required.

Send the completed PDF request form and supporting documents as attachments to Accounting & Reporting, Mail Code 8334 or email to Andrew.J.Anderson@csun.edu

Questions regarding this process should be directed to Andrew Anderson, Ext. 7999