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## Interagency Financial Transactions (IFTs)

### **Instructions when CSU, Chico is due funds or owes payment to another CSU Campus or the Chancellor's Office.**

When our campus is due funds or owes payment to another CSU Campus or the Chancellor's Office, an Interagency Financial Transaction process is utilized. This process moves funds between campuses and the Chancellor's Office, eliminating the need for invoices and checks.

- **Example 1 – Conference Registration dues to be paid to another campus:** If a member of our campus attends a conference at another campus and needs to pay a registration fee, an IFT will be issued instead of sending a check. The host campus will obtain registration forms from each attendee and then create an IFT request in order to get paid. The host campus will send the IFT request to the Chancellor's Office, who will in turn request approval to pay from each campus for the attendees they sent. The registration fee should be included on the travel expense report and noted with a payment type of "University Paid".
- **Example 2 – Chancellor's Office will reimburse travel expenses:** If a member of our campus travels and the Chancellor's Office has committed to reimbursing their travel expenses, an IFT will be used. The traveler should turn in a travel expense noting in the comments section that the trip is going to be reimbursed by the Chancellor's Office or another CSU campus. Please contact Financial Accounting & Reporting at [far@csuchico.edu](mailto:far@csuchico.edu) to jointly begin preparing the IFT documents to be sent to the Chancellor's Office to initiate reimbursement request.

The Accounts Payable department will process the travel expense report and reimburse the traveler for the expenses that the traveler incurred. Once reimbursement is received from the Chancellor's Office, funds will be allocated to the department, offsetting the expenses reimbursed to the traveler.

- **Example 3 – Our campus hosts a Conference:** If a department on campus hosts a conference in which members from other CSU Campuses or the Chancellor's Office attend, we will collect funds for those attendees via the IFT process. In this case, the department in charge of registration should work with Financial Accounting & Reporting at [far@csuchico.edu](mailto:far@csuchico.edu). They will need a list of attendees from the other CSU campuses and the Chancellor's Office for the IFT. They will send an IFT request to the Chancellor's Office to collect payment from the other campuses and disburse the funds to the department holding the conference. They will also need the appropriate chartfield string in order to deposit funds appropriately.
- Other times when a IFT may be used:
  - Awards/Grants
  - Development
  - Release Time
  - Cost Recovery
  - Training
  - Allocation of centrally paid expenditures (i.e. Fire Marshall charges, library subscriptions, etc.)

\*Note: Any transactions between the CO/CSU campuses and an auxiliary cannot be completed through the IFT process.

Full IFT guidelines from the Chancellor's Office are also available at:  
<https://csyou.calstate.edu/Tools/Financial/IFT/Pages/default.aspx>