

**Sacramento State University**  
**Interagency Financial Transactions (IFT)\* Request Form**  
**\*Formerly Cash Posting Order (CPO)**

For use in lieu of invoice for transactions between Sac State and other CSU campuses and/or Chancellor's Office. See instructions on the following pages.

Requestor Contact Information

Date:

First and Last Name:

Department/Program:

Telephone:

Email address:

Campus CFS chartstring to receive funds:

Account

Fund

Dept

Program

Class

Project

Explanation of Transaction Request:

Dollar Amount:

Contact Name:

Email Address:

Phone Number:

Campus to Charge:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bakersfield     | <input type="checkbox"/> Long Beach       | <input type="checkbox"/> San Francisco       |
| <input type="checkbox"/> Channel Islands | <input type="checkbox"/> Los Angeles      | <input type="checkbox"/> San José            |
| <input type="checkbox"/> Chico           | <input type="checkbox"/> Maritime Academy | <input type="checkbox"/> San Luis Obispo     |
| <input type="checkbox"/> Dominguez Hills | <input type="checkbox"/> Monterey Bay     | <input type="checkbox"/> San Marcos          |
| <input type="checkbox"/> East Bay        | <input type="checkbox"/> Northridge       | <input type="checkbox"/> Sonoma              |
| <input type="checkbox"/> Fresno          | <input type="checkbox"/> Pomona           | <input type="checkbox"/> Stanislaus          |
| <input type="checkbox"/> Fullerton       | <input type="checkbox"/> San Bernadino    | <input type="checkbox"/> Chancellor's Office |
| <input type="checkbox"/> Humboldt        | <input type="checkbox"/> San Diego        |  |

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

# Sacramento State University

## Interagency Financial Transactions (IFT)\* Request Form

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### Overview

An Interagency Financial Transaction (IFT) is a transfer of funds between campuses and the Chancellor's Office. This is the required method to collect and disburse funds between CSU members.

Generally, it is the receiving campus that will initiate the IFT request. **However**, if the campus is hosting an event and needs to remit payment to several campuses, the host campus should initiate the IFT so that all transactions will be organized on a single IFT request. Some campus programs, such as Special Initiative Grants, will initiate the IFT requests so that they can track all the transactions related to the program.

Unless a signed MOU is provided, the campus initiating the IFT will need to provide a payment approval from the remitting campus. This could be in the form of an email exchange between the campuses, registration forms for a conference, letters of agreement, etc. When requesting payment approval, also ask for chartstring information. This will facilitate with the recording of the IFT by the remitting campus accounting department.

**Note:** This process is for campus only. Auxiliaries do not usually submit IFT requests. If an Auxiliary requests one through their campus, please contact Accounting Services first before submitting an IFT request.

### Completing the Request Form

- Date – Enter the current date
- Requestor Contact Information – Provide the following:
  - First and Last Name
  - Department/Program
  - Telephone
  - Email address
- CFS Chartstring – Provide a complete CFS chartstring where the payment/reimbursement is to be posted. If Sac State is the host campus remitting the payment/reimbursement, a list of campuses with contact and chartstring information may be provided as an attachment to the IFT request.
- Explanation of Transaction Request – Provide details for this request to answer the questions of Who, What, When, Where, Why; e.g., “...*Sonoma State to remit payment for services provided and travel expenses for [faculty/staff] who assisted with the Art Department program review.*”
- Chargeback Information – Provide the following:
  - Dollar Amount – Specify the dollar amount of the expense(s) to be paid. If more than one campus is being charged, please provide an itemized list with dollar amounts per campus.

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- Contact Name – Provide the CSU campus contact name(s). Attach a list if needed.
  - Contact Email Address – Provide the CSU campus contact email address(es)
  - Contact Telephone – Provide the CSU campus contact telephone number(s)
  - Campus to Charge – Check each CSU campus and/or Chancellor's Office involved in the transaction
- 
- Supporting documentation for the request must be submitted with the form. The Chancellor's Office will not process the IFT request without sufficient supporting documents. This can include offer letters, scope of work documents, receipts for expenses being reimbursed and event fliers.

Questions regarding this process should be directed to Accounting Services:

[accts-01@skymail.csus.edu](mailto:accts-01@skymail.csus.edu)