

California State University San Marcos
Inter-agency Financial Transaction(IFT) Request Form
Instructions

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

Date – Enter the current date

Requester Contact Information

First and Last Name – Identify the individual from CSUSM submitting the request

Department/Program – Identify campus Department/Program the requester is associated with

Telephone – Provide the campus requester contact telephone number

Email Address – Provide the campus requester contact email address

Campus chartfield string to receive funds –

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

Explanation of Transaction Request – Include details for this request to answer the questions of Who, What, When, Where, Why; such as what is being charged to who and why

Charge Information

Campus to Charge – List the other CSU campuses involved in the transaction with CSUSM 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 some acknowledgment from the campus receiving the IFT that they are in agreement with the charges being requested.

Send the completed PDF request form and supporting documents as attachments via email to accounting@csusm.edu

Questions regarding this process should be directed to Juan Tavarez.

jtavarez@csusm.edu