

## Inter-Departmental Transaction (IDT) / Inter-Company Transaction (ICT)

Prepared by: \_\_\_\_\_  
 Dept/Division: \_\_\_\_\_  
 Posting Month: \_\_\_\_\_

Ext#: \_\_\_\_\_  
 Date: \_\_\_\_\_  
**Form #:** \_\_\_\_\_



Purpose/reason for the charges: \_\_\_\_\_

### Section A: Account(s) to receive payment (Must be Foundation Acct) (CREDIT)

Description (Attach a list if more space is needed)	Project	Object	Amount

\*Please attach backup documents and send to department to be billed\*

**Total:**

Project Authorized Signer

Print Name:

Signature:

Date:

### Section B: Account(s) to be charged (DEBIT)

Please check box(es)	Foundation (IDT)	<input type="checkbox"/>	Philanthropic (ICT)	<input type="checkbox"/>
Description (Attach a list if more space is needed)	Project	Object	Amount	

\*Please submit to Foundation, Building 55, A/R Department once completed\*

**Total:**

I/We certify that this interdepartmental transfer benefits the educational mission of the CSU and meet the policy requirements of the Education Code Section 89904.6, Section 9.2, Policy on Expenditure of Funds for CSU Auxiliary Organizations and is in compliance with the University Related Project Agreement. I/We also certify that the item(s) above has/have been received and/or service(s) has/have been performed to the satisfaction required, if applicable, and that the items and/or services are in compliance with the terms and conditions of the grant and/or contract, if applicable.

Project Authorized Signers **(2nd signature required for amount over \$5,000 & if ICT is checked)**

Print Name:

Signature:

Date:

Project Authorized Signers

Print Name:

Signature:

Date:

#### Accounting Use Only:

Internal Manager Approval:

Philanthropic Approval:

Signature:

Date:

Signature:

Date:

Vendor Number: F58237 (CPP Foundation)

Date:

Initials: