**UNDERSTANDING LOCAL AND STATE FUNDS TRANSFER FORMS**

1) To transfer funds from a Local Org/Dept (8xxxx) to a State Org/Dept, two forms are used:
   a) Local Funds Transfer Request Form, *(Ctrl + Click to follow link)*
      i) The “debit” side of your transaction
   b) State Funds Transfer Request Form, *(Ctrl + Click to follow link)*
      i) The “credit” side of your transaction
   ii) These, and many other University forms, are available on the JMU Website at JMU - 1020 - Forms Index, *(Ctrl + Click to follow link)* Be sure to get the new forms effective April 2015, as they have been updated with instructions to include a voucher number or journal number when preparing a form for an expenditure credit. New forms will also reflect error messages for DEPT ID if an inappropriate Dept ID is entered in this field and does not correspond to the BANK CODE and BANK ACCT indicated on the Transfer Form. (If an inappropriate entry is made, the cell will turn red.)

2) When completing the Local Funds Transfer Request Form (“LFT”) and State Funds Transfer Form (“SFT”) leave blank the “Request #” block and the “Date at Bank” block. These are completed by Cash & Investments when the electronic transfer is done.

3) Forms processing path:
   a) Department personnel prepare the LFT and SFT, attaching back-up information. Authorized Department individual approves transfer by signing full name in approval blocks on both forms. (Why on both forms? Because, even though they are submitted together, after all processing has been done, they are filed separately.)
   b) Originating department sends LFT and SFT to Accounts Payable (MSC 5712) for review and certification.
   c) Accounts Payable sends forms to Cash & Investments, and the funds are transferred electronically. Cash & Investments enters the “Request #” and “Date at Bank” on the forms.
   d) Cash & Investments sends the completed LFTs and SFTs to Financial Reporting for keying and filing.

4) See next two pages for examples and instructions on completing the LFT and SFT.
   a) All department, account, description and amount information must be entered on the LFT or SFT lines – do not attach an Excel worksheet or other reference for the line entries. Financial Reporting personnel key only from the transfer forms.
   b) The LFT and SFT are formatted so the total $ amount and line count at the top of the form will auto fill. Therefore, do not enter 0.00 under amount if a line does not have an entry – it will cause the line count to be wrong.
   c) If your transfer contains more than 8 lines:
      i) Prepare an additional LFT and/or SFT to accommodate the additional lines.
      ii) Prepare a Cover Sheet for the LFTs and/or SFTs
         1) Use regular LFT / SFT forms.
         2) At the top of the form, enter the bank account information that corresponds to the attached sheets.
         3) On first entry line of form, type SEE ATTACHED in the description box
         4) On first entry line, enter total dollar amount of all attached sheets. (Double-check the addition.)
         5) You will not be able to change the number of lines at the top of the page, so mark out the “1” that will appear there and manually write in the number of entry lines on the attached forms (not the number of attached forms).
         6) Authorizing person must also sign full name in Approving Signature block on the cover sheet.

5) Need copies of the transfers? Please attach a copy (stamped “copy”) of your transfer form. Cash & Investments will fill in the transfer date and other information and return the copy to you. Be sure to put your MSC number on the form.

6) Questions?? E-mail to iis.finance@jmu.edu.
# LOCAL FUNDS TRANSFER REQUEST FORM

**JMU FINANCIAL INFORMATION SYSTEMS [SUBSTITUTE JMU ACCOUNTING VOUCHER]**

<table>
<thead>
<tr>
<th>REQUEST#</th>
<th>Leave Blank - Entered by Cash &amp; Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE AT BANK</td>
<td>Leave Blank - Entered by Cash &amp; Investments</td>
</tr>
<tr>
<td>BANK SETID</td>
<td>JMDSN</td>
</tr>
<tr>
<td>BANK CODE</td>
<td>WELLS</td>
</tr>
<tr>
<td>BANK ACCT</td>
<td>WDEP</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>D 3.00</td>
</tr>
<tr>
<td>LINE COUNT</td>
<td>3</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Date Prepared</td>
</tr>
<tr>
<td></td>
<td>Phone/E-mail</td>
</tr>
<tr>
<td></td>
<td>Invoice #</td>
</tr>
<tr>
<td></td>
<td>Invoice Date</td>
</tr>
<tr>
<td></td>
<td>Approving Signature</td>
</tr>
<tr>
<td></td>
<td>Authorized Person Signed Name in Full</td>
</tr>
</tbody>
</table>

These fields fill automatically.

**TRANSFER EXPLANATION**
(1) Enter brief description of transfer here. If for an expenditure, include voucher or journal number in explanation. (2) Attach to this sheet your backup documentation. (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable forwards forms to Cash & Investments. (5) Cash & Investments will transfer the funds electronically.

If your transfers exceed 8 lines, use a second transfer form, and prepare a COVER SHEET for the total of all the forms. On the COVER SHEET, type in “SEE ATTACHED”. Also type “SEE ATTACHED” in the “Description of Funds Received” box and leave Dept ID and Account boxes blank on the Cover Sheet. Cover Sheet must also have Contact Info, signature and date. Staple all sheets together with Cover Sheet on top.

### ACCOUNT/WIRE TRANSFER

<table>
<thead>
<tr>
<th>DEPT ID</th>
<th>ACCOUNT</th>
<th>DESCRIPTION OF FUNDS RECEIVED (Payer Name)</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>8xxxxx</td>
<td>000003</td>
<td>Description</td>
<td>1.00</td>
<td>D</td>
</tr>
<tr>
<td>8xxxxx</td>
<td>000003</td>
<td>Description</td>
<td>1.00</td>
<td>D</td>
</tr>
<tr>
<td>8xxxxx</td>
<td>000003</td>
<td>Description</td>
<td>1.00</td>
<td>D</td>
</tr>
</tbody>
</table>

Leave rows blank if no entry.

**TOTAL** 3.00

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**Cash & Investments Use**

<table>
<thead>
<tr>
<th>DATE REC'D</th>
<th>TRANSFER DATE</th>
<th>VALUE DATE</th>
<th>CONTROL #</th>
</tr>
</thead>
</table>

**Accounts Payable Use**

<table>
<thead>
<tr>
<th>CONFIRMATION #</th>
<th>TRANSFER ENTERED BY</th>
<th>TRANSFER APPROVED BY</th>
<th>Financial Reporting Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>DATE KEYED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>INITIALS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER(DC) ID</th>
<th>Last Revised: 4/30/15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STAMP</th>
<th>AP Approving Signature/Date</th>
</tr>
</thead>
</table>

[Signature of Approving Person]
STATE FUNDS TRANSFER REQUEST FORM

JMU FINANCIAL INFORMATION SYSTEMS

REQUEST# Leave Blank - Entered by Cash & Investments
DATE AT BANK Leave Blank - Entered by Cash & Investments
BANK SETID JMDSN
BANK CODE TV
BANK ACCT CH02
AMOUNT 3.00
LINE COUNT 3

Contact Person
Date Prepared
Phone/E-mail
Invoice #
Invoice Date
Approving
Signature
Authorized Person Sign Name in Full

TRANSFER EXPLANATION (If preparing expenditure credit, also include voucher or journal number in explanation.)
(1) Enter brief description of transfer here. If for an expenditure credit, include voucher or journal number of original transaction. (2) Attach to this sheet your backup documentation. (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable forwards forms to Cash & Investments. (5) Cash & Investments will transfer the funds electronically.

If your transfer is more than 8 lines, prepare additional sheets. THEN prepare a COVER SHEET using the State Funds Transfer Request Form. Staple all sheets together with the Cover Sheet on top.

ACCOUNT/WIRE TRANSFER 000003
TV BOOK TRANSFER

DEPT ID ACCOUNT DESCRIPTION OF FUNDS RECEIVED (Payer Name) AMOUNT D/C
xxxxxx xxxxxx Description 1.00 C
xxxxxx xxxxxx Description 1.00 C
xxxxxx xxxxxx Description 1.00 C

Leave rows blank if no entry.

TOTAL 3.00

Cash & Investments Use
DATE REC'D
TRANSFER DATE
VALUE DATE
CONTROL #
CONFIRMATION#
TRANSFER ENTERED BY
TRANSFER APPROVED BY

Accounts Payable Use
DATE KEYED
INITIALS
TRANSFER[DC] ID

STAMP
AP Approving Signature/Date