# UNDERSTANDING LOCAL AND STATE FUNDS TRANSFER FORMS

1. To transfer funds from a Local Org/Dept (8xxxxx) to a State Org/Dept, two forms are used:

# Local Funds Transfer Request Form

* + 1. The “debit” side of your transaction

# State Funds Transfer Request Form

* + 1. The “credit” side of your transaction
    2. These, and many other University forms, are available on the JMU Website at [JMU - 1020 - Forms Index.](http://www.jmu.edu/finprocedures/1000/1020.shtml) Be sure you are using the most current forms.

1. 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. Cash & Investments completes these fields when the electronic transfer is done.
2. Forms processing path:
   1. Department personnel prepare the LFT and SFT, attaching back-up information. Authorized Department individual approves transfer by signing 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.)
   2. Originating department sends LFT and SFT to Cash & Investments, MSC 5711.
   3. Cash & Investments enters the “Request #” and “Date at Bank” on the forms and executes the transfers at the bank.
   4. Cash & Investments sends the completed LFTs and SFTs to Financial Reporting for keying and filing.
3. See the next two pages for examples and instructions on completing the LFT and SFT.
   1. 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.
   2. 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.
   3. If your transfer contains more than 8 lines:
      1. Prepare an additional LFT and/or SFT to accommodate the additional lines.
      2. 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.
4. Questions?? E-mail to [iis.finance@jmu.edu.](mailto:iis.finance@jmu.edu)



