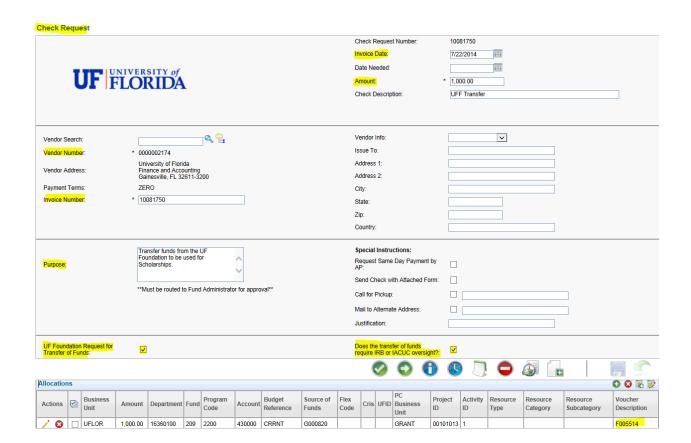
Chapter 4 – Check Requests–UF Foundation Transfers

Beginning August 1, 2014, the UF Foundation will begin automatic transfers of funds from the Foundation accounts to the sister 171 fund in UFLOR automatically on a monthly basis. There will be a 30 day lag time. So any funds received by the end of a given month will be transferred on the first of the subsequent month...July funds received will be transferred on 9/1 and so on.

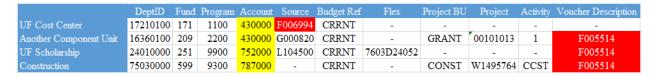
The MPS system will still be available for use to make transfers of funds if necessary.

The fund transfer process is done via a Check Request. The information below is what is needed to complete a request to transfer funds:

- 1. Invoice Date
- 2. Amount
- 3. Vendor (always 0000002174-UF/Finance & Accounting)
- 4. Invoice Number (Optional)
- 5. Purpose
- 6. Check the "UF Foundation Request for Transfer of Funds" checkbox
- 7. Select the type of "Transfer Funds To:"
- 8. Check the "Does the transfer of funds require IRB or IACUC oversight?" if applicable
- 9. Complete the Allocations line with chartfield information
- 10. Click on the Approve icon to complete the transaction 🚳



11. The chartfield line input in MPS is checked against valid GL combinations in PS so it has to be a legitimate chartfield string. Below are examples of the different types of chartfield strings:



Normally the 430000 account is used for all requests but that account is not valid for Scholarship or Construction transfers. Input your "F" source in the Source field for UF Cost Center transfers and in the Voucher Description field for all others. The Foundation will use that source to identify where to transfer the funds from in their system.

12. Requests for transfer in MPS **DO NOT** require Fund Administrator approval. There is no need to route for further approval unless required within your College or Division.