UNIVERSITY of HARTFORD
INTERDEPARTMENTAL TRANSFER (IDT)

1) Type of Transaction
   Transfer of Funds
   To Correct a Charge
   Other

   Date: 

2) Department to be Charged
Department to be Credited

<table>
<thead>
<tr>
<th>Fund OR Orgn</th>
<th>Sub-Account</th>
<th>Account Title</th>
<th>Fund OR Orgn</th>
<th>Sub-Account</th>
<th>Account Title</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

3) EXPLANATION: Please explain each transfer in detail. IDT's without sufficient explanation or funds will be returned.
   Note: Salary transfers (50000 - 59999) must be approved by the Budget Office (CC323) prior to submitting to FAS.

4) REQUESTED BY: 
   DATE: 
   PRINT NAME: 
   EXT: 
   DEPT AUTHORIZATION: 
   DATE: 
   ACCOUNTING DEPT 
   DATE:

THIS FORM IS NOT TO BE USED AS A BUDGET REVISION
FORWARD TO FINANCIAL ACCOUNTING, FAS BUILDING (FASB), UPON COMPLETION OF THIS FORM

CDS 1/08