

50-1 Interfund

50-1-1 Purpose • 50-1-2 Policy • 50-1-3 Administration • 50-1-4 Preparation •
50-1-5 Submission

- 1. Purpose.** The purpose of this policy and procedures is to establish a process for transferring funds within the ENMU-System (the System).
- 2. Policy.** Interfund transfers funds between departments and campuses within the System are used to make purchases or pay for services within the System. Fund transfers are accomplished through the use of the Interfund Invoice available through the Business Office.

The foregoing policies and procedures are implemented by the following:

Procedures

- 3. Administration.** These policies and procedures shall be administered by the ENMU system chief financial officer (CFO).
- 4. Preparation.** The Interfund Invoice, which is prepared by the department that is charging the funds, should itemize and total purchases, ensure that the customer's account number to be charged is listed and obtain a signature from the authorized budget manager verifying that the items were received or service is rendered.
- 5. Submission.** The Interfund Invoice is submitted to the Business Office for processing.

Approved by the Board of Regents December 14, 2007.

Approved by the Board of Regents June 1, 2019.