# Financial Transfers Request/Inter-Unit Journal Billing/Third-Party Billing Quick Reference Guide

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<th>Financial Transfer Request (FTR)</th>
<th>Inter-Unit Billing Form</th>
<th>Third Party Billing Upload Form</th>
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<td><strong>This form will be used to:</strong></td>
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<td><strong>This form will be used to:</strong></td>
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| 1.) Process a transfer within the same business unit e.g., transferring an expense from one fund/dept to another fund/dept within the University or from one project to another project within an Auxiliary. | 1.) Bill from the University to an Auxiliary for reimbursements OR for services. Examples: Faculty Release time, Indirect Cost Recovery Billing, Reimbursements, & MOUs | 1.) Bill a third party directly.  
2.) Bill a third party or affiliate for a reimbursement out of 48500 to 48501. Back-up needs to be included as support | 2.) Form used by both the University and Auxiliaries. Example: Creating an invoice and sending to Palomar College or Construction Company |
| 2.) Bill a third party or affiliate for a reimbursement out of 48500 to 48501. Back-up needs to be included as support | 3.) Bill from an Auxiliary to another Auxiliary Example: moving funds from fund 96xxx to 92xxx Back-up needs to be included as support | 3.) Bill from an Auxiliary to the University. |

**Special Note:**
Not used to move expenses from 48500 to 48501 in order to bill an Auxiliary.

Not used to move funds from CSUSM Corporation to Foundation or Foundation to CSUSM Corporation.

Email Financial Transfers request to **either the campus or auxiliary, depending on where the adjustment should be made.**
Campus accounting@mailhost1.csusm.edu  
Auxiliaries - auxaccounting@csusm.edu  
Email should include all Campus and Auxiliary approvals in advance.

Email Inter-Unit Billing to both**
Campus - accounting@mailhost1.csusm.edu  
Auxiliaries - auxaccounting@csusm.edu  
Email should include all Campus and Auxiliary approvals in advance

**Note:** If billing to Sponsored Projects (85XXX), please get pre-approval from Sponsored Programs - sponsoredprojects@csusm.edu

**Special Note:**
What’s different about this form? With this form you will have to include the Business Unit to the Inter-Unit Billing Form.

**Business Unit Matrix:**

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<tr>
<th>Bus Unit</th>
<th>Organization</th>
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<tbody>
<tr>
<td>SMCMP</td>
<td>CSUSM Campus</td>
</tr>
<tr>
<td>SMCNF</td>
<td>CSUSM Foundation</td>
</tr>
<tr>
<td>SMCURS</td>
<td>CSUSM Corporation</td>
</tr>
<tr>
<td>SMAXI</td>
<td>Associated Students Inc</td>
</tr>
</tbody>
</table>

**Special Note:**
Will use FTR if requesting a reimbursement of an expense in Fund 48500 and other University funds from a third party.

Email Direct Billing Request to **either the campus or auxiliary, depending on where the adjustment should be made.**
Campus accounting@mailhost1.csusm.edu  
Auxiliaries - auxaccounting@csusm.edu

Links to Forms:
https://www.csusm.edu/fs