Inter-Unit Contractual Agreement (IUCA)

This authorizes the Finance Department to make the following Inter-Unit Contractual Agreement or Manual Allocation transfer into PeopleSoft. It is the responsibility of the recipient department to initiate and complete their portion of this form, forward to the paying department for completion, and then the recipient department should forward the form to Finance for implementation. Please note that no manual allocations will appear in PeopleSoft unless this form is completed and forwarded to the Finance Department. If for any reason account numbers or dollar amounts change, a revised IUCA form must be sent to Finance.

General Information:

Amount

Purpose of Transfer

Payments (check one):

equal 1/6th monthly increments

equal 1/12th monthly increments

one annual payment on _______________

other (specify)___________________

Date

Transfer Funds To:

Recipient Speedtype:

Recipient Name:

Account Code:

______________________________________     _________________    _______________

Authorized Signature    Telephone          Date

Position/Title  Extension

Transfer Funds From:

Paying Speedtype:

Paying Name:

Account Code:

_____________________________________      ___________________       ____________

Authorized Signature Telephone   Date

Position/Title  Extension