



UNIVERSITY OF BALTIMORE
INTER-DEPARTMENTAL BILLING FORM

Sub-Division/Division Transferring Funds: _____
(Increase Expenses/Decrease Revenues)

Department	Account	Program	Fund	Position # (if applicable)	Project/Grant (if applicable)	Amount \$
Total:						

Business Manager Name: _____ **Phone Extension:** _____ **Date:** _____

Business Manager Signature: _____

Sub-Division/Division Receiving Funds: _____
(Decrease Expenses/Increase Revenues)

Department	Account	Program	Fund	Position # (if applicable)	Project/Grant (if applicable)	Amount \$
Total:						

Business Manager Name: _____ **Phone Extension:** _____ **Date:** _____

Business Manager Signature: _____

Description of item(s) or service(s)

Number of Attachments: _____

Comptroller's Office: _____ **Print Name:** _____ **Date:** _____

Budget Office: _____ **Print Name:** _____ **Date:** _____

Mail to Room AC330 for Processing

Checklist

Did you include...

- Budget verification (P&L or query showing available budget)
 - Supporting documentation (Audit-worthy supporting documents including calculations or source documents as appropriate)
 - Other related documentation as needed (MOUs, memos, emails)
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Instructions

Chartstrings

All chartstrings must be completely filled for both the transferring and receiving funds before submission to the Office of the Comptroller. Up to five lines may be impacted by an IDB at one time from both the transferring and the receiving division/sub-division. Total the amount to be transferred in each section and verify the totals match both sides of the transaction.

Budget Verification (Attachment)

Include budget verification in the form of a P&L or query showing the available budget for all chartstrings listed in the IDB. If positions are impacted by the IDB, this verification must be presented in the form of a query. If there will be insufficient budget, an explanation must be included as to why there is insufficient budget and why an override will be required.

Documentation (Attachment)

Documentation must be included to provide a suitable reason to submit an adjusting journal entry. This documentation must be sufficient enough to support the transaction in an audit. This information will be attached to the journal in PeopleSoft. Items such as invoices, calculations, or source documents, memos, MOUs, and emails can all be submitted as accompanying documentation. This documentation should be self-explanatory to a third party familiar with general accounting and finance knowledge.

Approval

The approving signature on an IDB must be the business manager who owns the department. The IDB can be prepared by someone else, but final approval must come through the signing business manager.

IDB Description

A description of the item or service provided should be completed at the bottom of the IDB. It should be sufficient that a third party can read the explanation and understand why this journal was created.

Number of Attachments

The total number of attachments included as part of the submission must be noted.