

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 \_\_\_\_\_ Date  
   \_\_\_\_\_      other (specify) \_\_\_\_\_

Transfer Funds To:

Recipient Speedtype:

Recipient Name:

Account Code:

\_\_\_\_\_  
Authorized Signature      Telephone      Date  
Position/Title      Extension

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Transfer Funds From:

Paying Speedtype:

Paying Name:

Account Code:

\_\_\_\_\_  
Authorized Signature      Telephone      Date  
Position/Title      Extension