Guidelines for Transfers to UF

Prior to Requesting a Transfer

Transfer requests should not occur within 5 days of the end or the beginning of the month. Funds are automatically transferred from the Foundation to the University on a monthly basis for non-endowed funds, and quarterly for endowed funds. Prior to requesting a transfer from the Foundation, please check the Foundation Accounting System (FAS) to ensure the funds are currently available.

Click here for additional DSP transfer information: [https://research.ufl.edu/dsp/award-management/fiscal-management/transferring-dso-uff-funds-to-uf-in-support-of-research-activities.html](https://research.ufl.edu/dsp/award-management/fiscal-management/transferring-dso-uff-funds-to-uf-in-support-of-research-activities.html)

Requesting a Transfer

Complete form UFF-DR ([https://www.uff.ufl.edu/docview/?docid=703](https://www.uff.ufl.edu/docview/?docid=703)) and send to DisbursementDepartment@uff.ufl.edu.

<table>
<thead>
<tr>
<th>UF Cost Center</th>
<th>DeptID</th>
<th>Fund</th>
<th>Program</th>
<th>Account</th>
<th>Source</th>
<th>Bud Ref</th>
<th>Flex</th>
<th>Project</th>
<th>Project #</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>xxxxxxx</td>
<td>171</td>
<td>1100</td>
<td>430000</td>
<td>F0xxxxx</td>
<td>CRRNT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Another Component Unit</td>
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<td>209</td>
<td>2200</td>
<td>430000</td>
<td>G000880</td>
<td>CRRNT</td>
<td>-</td>
<td>GRANT</td>
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<tr>
<td>UF Scholarship</td>
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<td>9900</td>
<td>430000</td>
<td>F0xxxxx</td>
<td>CRRNT</td>
<td>7603Dxxxxx</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Completed chartfield information should address each column according to this table:

1. Enter Date
2. Type: UF-001 Finance & Accounting (Supplier ID 000002174-1)
3. Enter Source of Fund (SOF) to be transferred
4. Enter Amount
5. Type: ***UFF/Campus TRANSFER***
   *Also type the full chartfield the funds should be transferred to, see below for details*
6. Enter preparer’s contact information
7. Include Fund Administrator’s signature

Contact Us

UF Foundation, Disbursements | 352-392-9882

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