

**Financial and Administrative Policy – Inter-Institutional Financial Transactions (F18)**

**ATTACHMENT D**

**UW SYSTEM  
AGREEMENT TO TRANSFER EXTRAMURAL FUNDS BETWEEN UW INSTITUTIONS**

The purpose of this agreement is to set forth arrangements for UW-\_\_\_\_\_ (Seller) to provide services to UW-\_\_\_\_\_ (Buyer) required under the award entitled \_\_\_\_\_ received from \_\_\_\_\_.

**Description of Services** - The Seller institution shall supply all of the necessary personnel, equipment, and materials to accomplish the tasks set forth in Section A below.

**Fiscal Period** - The effective period shall be from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_.

**Limitation on Costs** - The reimbursable cost, both direct and indirect will not exceed \_\_\_\_\_ as detailed in Section B below. All Seller institution cost sharing amounts are also identified in Section B.

**Reports** - The Seller institution will submit quarterly invoices to the Buyer institution (commencing with the first day of the above fiscal period) within 30 days of the end of each quarterly period. The Buyer institution will reimburse the Seller institution within 30 days of receiving an invoice from the Seller institution.

**Federally Funded Awards**

- If any portion of the Buyer institution award originated from a federal source, the Buyer institution will attach copies of (1) the notification of award from the federal agency, (2) the approved budget and program narrative, (3) any cost-sharing/matching requirements required of the Seller Institution, and (4) federal terms and conditions accompanying the award to the Buyer institution.
- The Seller institution will establish a fund 144 account with the budget lines specified.
- The federal agency does allow (or does not allow) that overload compensation may be paid by the Seller institution to faculty and academic staff as provided for in the budget.
- Any income earned during the project period shall be added to the federal funds committed under this agreement and used to further eligible program objectives (OR) Deducted from the total program allowable cost in determining the net allowable costs on which the Federal share of costs is based.
- The Catalog of Federal Domestic Assistance (CFDA) program number is \_\_\_\_\_.

This Agreement will become valid upon the signature of appropriate officials of each institution:

	BUYER INSTITUTION	DATE	SELLER INSTITUTION	DATE
PROJECT DIRECTOR				
DEPARTMENT CHAIR				
DEAN/DIRECTOR				
INSTITUTIONAL REP.				

**A. DESCRIPTION OF SERVICES**

**B. BUDGET**

BUDGET	FUNDED AMOUNT	COST SHARING AMOUNT	TOTAL
SALARIES			
ACADEMIC			
CLASSIFIED			
LTE			
STUDENT			
OTHER			
TOTAL SALARIES			
FRINGE BENEFITS			
ACADEMIC			
CLASSIFIED/LTE/STUDENT			
OTHER			
TOTAL FRINGE BENEFITS			
SUPPLY & EXPENSE			
CAPITAL EQUIPMENT			
INDIRECT COSTS			
GRAND TOTAL			

**C. TRANSFER OF FUNDS**

EXPENDITURE/REVENUE CODE (CHECK ONE)			
<input type="checkbox"/>	EXPENDITURE CODE 3301	<input type="checkbox"/>	REVENUE TRANSFER 0960
<input type="checkbox"/>		<input type="checkbox"/>	REVENUE (FEDERAL) 0530*
<input type="checkbox"/>		<input type="checkbox"/>	REVENUE (NON-FEDERAL) 9500*
THE PRIMARY (BUYER) INSTITUTION IS TO DETERMINE WHICH OF THE ABOVE CODINGS WILL BE USED TO TRANSFER FUNDS BETWEEN THE TWO INSTITUTIONS. (NOTE: BOTH INSTITUTIONS MUST USE SAME CLASS CODE)			
*TO BE USED ONLY IN CASES WHERE THE FUND 133/144 ACCOUNT NUMBER OF THE SELLING INSTITUTION IS A SUB-ACCOUNT OF THE UW PROCESSING CENTER ACCOUNT NUMBER USED BY THE BUYER INSTITUTION.			