

SUBJECT: ID Transfer Documentation	Effective Date: 1/25/12	Procedure Number: FS 2012 RM0001	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Facilities and Safety Business Manager		

APPLICABILITY/ACCOUNTABILITY:

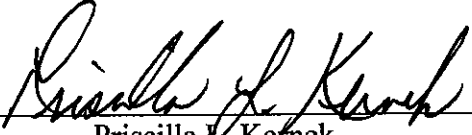
This procedure applies to the Facilities & Safety Business Office (FSBO).

PROCEDURE STATEMENT:

Copies of invoices are required for all construction ID transfers prior to transferring funds to the department. Also, documentation of proof of payment is required to process the request for ID transfer.

PROCEDURES:

1. Facilities & Safety Business Office (FSBO) will review the request for ID transfer and the supporting documentation provided by the requestor. If additional documentation is required, FSBO will contact the requestor for back-up information.
2. When the documentation is approved, FSBO will process an ID transfer to transfer the funds to the department.
3. When the ID transfer is posted, FSBO will notify the requestor the funds have been transferred.

Approved By:	Date Approved:
 Priscilla E. Kernek Associate Vice President Administration and Finance Facilities and Safety	