**Interdepartmental Charge/Expense Transfers in ctcLink**

Review the EXAMPLE listed below for operating funds and follow the pattern to create an IDC



1. The example above is for expenditure transfers. All transfers need to have the cash account **1000199** transfer to offset the move between funds.
2. The second tab provides detail back up or explanation for the transfer.
3. Once the IDC is completely filled out, send to the Business Office email at SouthBusinessOfc@seattlecolleges.edu
4. The Business Office will review for accuracy and approve or return for further information.
5. Once the IDC is approved, the Business Office will send to the District Office to complete the expense transfer process.