**Interdepartmental Charge/Expense Transfers in ctcLink**

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





1. The examples above are for expenditure transfers. The first transfer is within the same fund so the 10000199 cash transfer is not necessary. The second transfer is between two funds/appropriations and therefore needs to have the cash transfer to off set 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.