

Interfund Voucher

Main Page:

Within EForms, selectin Accounting under *Create New Form* and choose Interfund Voucher

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General Info:

User Number: For departmental use as needed (recommended, but may leave blank)

I am the: Select which side of the Interfund you are (Paying, Receiving, or Paying AND Receiving)

Invoice Date: Enter the invoice date. For multiple invoices, enter the most recent one.

Document Number: 1499730	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form
Finished	Interfund General Information							
Interfund Voucher	User No:							
	I am the:	Paying Agency						
	Paying Agency:	367 - Kansas State University						
	Receiving Agency:	367 - Kansas State University						
	Invoice Date:	MM/DD/YYYY	Invoice Date Tips					
Paying Total: \$0.00								
Description Total: \$0.00								
Receiving Total: \$0.00								
	Next							

Agency Page:

Fill out your Department information and the other Department's name. *This example shows the creator as the Paying side (General Accounting).*

Document Number: 1499730	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Agency Information							
	Receiving Agency							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Agy No. 367							
	Div No. (optional) 01							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Vendor No/Sfx: 367000000							
	Department: Cashier's Office							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Kansas State University							
	Street:							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	City:							
	State:							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Zip:							
	Paying Agency							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Agy No. 367							
	Div No. (optional) 01							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Vendor No/Sfx: 367000000							
	Department: General Accounting							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Kansas State University							
	Street: 220 Anderson Hall							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	City: Manhattan							
	State: KS							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Zip: 66502							
	Next							

The other department is the receiving side, enter department's name only

Document creator is the Paying side, full department info filled in

Funding Page:

Use either your saved funding or enter your funding string (boxes Order No, Line, and M are only for prior year encumbered payments). You will only fill out the Funding information for the side you are completing (Paying or Receiving).

Document Number: 1499730	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Funding Information							
	Add Line:							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Saved Funding:							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Order No	Line M	Amount	Project	Award	Source Org	Object	
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Edit Line:							
Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	Next							

Description: Enter the invoice date, invoice number, quantity, unit type, and unit price. The amount will automatically populate once the quantity and unit price have been entered. Additionally, include a brief summary of the item in the description. Multiple items/amounts can be entered to split out different purchases.

Document Number: 1499730	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form
Finished	Description Information Page 1 Go to Page: 1 ▾							
Interfund Voucher	Date	Invoice No	Quantity	Unit	Unit Price	Amount		
	Description Of Material							
	Date	Invoice No	Quantity	Unit	Unit Price	Amount		
	Description Of Material							

Paying Total: \$0.00
 Description Total: \$0.00
 Receiving Total: \$0.00

Flags:

Click on any of the applicable flags to further clarify expenses on the voucher.

Document Number: 1499730	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form
Finished	Flags Choose a maximum of three phrases to be stamped on your form							
Interfund Voucher	☐ Expedite ☐ An obligation of sponsored research project K.S.A. 76-752 and/or 76-770 exemptions apply. ☐ Life expectancy of less than 1 year. ☐ Membership to be retained by our Agency. ☐ Affirmative Action Requirements have been met. ☒ Claim is being submitted under statutory authority KSA-46-923. In order to avoid disruption of service this must be processed now. ☐ The membership will be retained by the university in the event the individual leaves the university. ☐ Ag Supply ☐ Consumable Ag Supply ☐ Computer Supplies ☐ For Classroom Use ☐ Consumable Lab Supply ☐ For Lab Use ☐ Lab Chemicals ☐ Lab Fees ☐ For Research Use ☐ Research Chemicals ☐ Office Supply							

Paying Total: \$0.00
 Description Total: \$0.00
 Receiving Total: \$0.00

Trustees:

This will show any trustee who currently has access to your voucher. You may add additional trustees as needed. Select the Recipient that will receive the Interfund. You can search by department name or the individual's name. Select the correct person.

Document Number:
1499730

Finished

Interfund Voucher

Paying Total:
\$0.00

Description Total:
\$0.00

Receiving Total:
\$0.00

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Document Owners

	Name	Email	Telephone
Initiator:	Canaski, Elise	canaski@k-state.edu	785-532-1839
Recipient:	Add Recipient		

Trustees for Document

Add Trustee

Position ID	Name	Department	Editor	Advised	Approver	Remove
6051	Memory Buffington	Division of Financial Services	True	True	True	

Next

Final Form:

Select Release the Paying/Receiving side of the form for approval. This releases the document and it's ready for approval by you or the person(s) that is set up to approve it.

Document Number:
1499730

Finished

Interfund Voucher

Paying Total:
\$0.00

Description Total:
\$0.00

Receiving Total:
\$0.00

[General Info](#) [Agency Info](#) [Paying Funding](#) [Receiving Funding](#) [Description](#) [Flags](#) [Trustees](#) [Final Form](#)

Please complete the following steps:

[View Form](#)

Release the Paying side of the form for approval.

[View Signature Sheet](#)

Releasing the document will prevent modifications to the information. A released document is sent to the trustees who have approver rights. The approver can either approve the document for processing or reject the document for modifications.

Approve Interfund:

Select the document from your Main Menu page under Released and Pending Approval. View document and approve.

Documents that you created	
New Documents (7)	
Documents for which you are a Trustee	
Released and Pending Approval (1)	