

**Internal Charges - Charging a good/service to a Trust Fund**

- Trust Funds are considered external customers and fund starts with “8”
- Example: NCS charges a conference trust fund for telephone equipment rental

Fund Type	Document Type	Sample Entry	Prepared By	Other Comments
Trust Fund 8X	<ul style="list-style-type: none"> <li>• Inter-departmental charge (IDC)</li> <li>• Submitted via a Feed or using Banner Form FGAJVCQ, with doc type = IDC</li> </ul>	IDC: DR: Fund A (Lab B) – Account X CR: Fund B (Lab A) – Account Y  (i.e. Account X starts with “7” and Account Y generally starts with “5” revenue account code)	Local Unit/Department	<ul style="list-style-type: none"> <li>• Must be done within current fiscal year</li> <li>• IDC should include a complete description of the good or service along with the appropriate references (date, order or job number, etc.).</li> <li>• FOATEXT must include: name, department and extension, original document number</li> </ul>