The Internal Purchase Funding Transfer (IPFT) module of the Financial Transaction System (FiTS) allows departments to transfer funds for professional services, continuing professional education, and other internal purchases of goods or services that are not in the normal course of business from one FOP to another, where Fund, Organization, and Program are required codes.

IPFT operating policy and procedure information is available in HSC OP 50.29, Use of Internal Purchase Funding Transfer.

FiTS and related training documentation can be accessed from:

- FiTS
- WebRaider portal > Business Affairs tab > Links to Financial Systems > System Links > Financial Transaction System (FiTS)
- FiTS Information

Processing an IPFT request through FiTS requires three steps:

**Step 1 - IPFT**
- Enter the Purchase Transfer In FOP of the department receiving payment along with the Amount to be transferred and the Description
- Click Add
- In the Purchase Transfer Out section enter the FOP of the department to be charged for payment along with the Amount to be transferred and the Description
- Click Add and scroll to the top of the page and click the Step 2 tab

**Step 2 – Questions Attachments Comments**
- Click Edit Answers and answer the required questions with clear and adequate information, click Save Answers
- Add required attachments
- Adding comments is optional
- Scroll to the top of the page and click the Step 3 tab

**Step 3 – Finish**
- Click Approvals to begin the approval routing process

Email notifications from ITIS Financial Transaction Entry System will be sent to TEAM App Fund Managers and Approvers for each fund included in the IPFT notifying them that the IPFT is in their queue for approval. After TEAM App Fund Manager or Approver approval, the IPFT will route to Accounting Services for final review and processing.

**Note:** IPFT requests not submitted for approval after 14 days will be automatically deleted for inactivity.

Policy questions regarding the IPFT process can be directed to Accounting Services at hscacc@ttuhsc.edu. Training questions about FiTS can be directed to Finance Systems Management at fsm@ttuhsc.edu.