Arizona Online and Distance Education

Arizona Online and Distance Education strategic investments, which include academic program and course development funding and support services, are direct investments. Investment transfers will be processed twice a year at Fall and Spring term-end. Fall transfers will be completed in December 2022. Because the Spring term transfer amount is not known until fiscal year end, we will enter an estimate in the Operating Budget module.

Office of Research, Innovation, and Impact (RII)

RII will process transfers for any FY23 approved unfulfilled commitments in the Operating Budget module to the administrative unit in the college division by January 20, 2022. Funds for FY23 fulfilled commitments should already be reflected in the departmental accounts. Commitments for FY24, FY25, and FY26 will be processed as transfers to the administrative unit in the college/division. Supporting documentation will be provided to the respective units.

Office of Strategic Initiatives

The Office of Strategic Initiatives will process commitment transfers in the Operating Budget module for FY23 approved unfulfilled commitments and commitments for FY24 and FY25 by January 20, 2023. Transfers will be done at the organization/department and strategic initiative level. The funds for FY23 fulfilled commitments should be reflected in departmental accounts. Supporting documentation will be provided to the respective units.

Office of the Provost

The Office of the Provost will process commitment transfers in the Operating Budget module Org Code 9951 for FY23 approved unfulfilled commitments and commitments for FY24, FY25, and FY26 by January 20, 2023. Transfers will be processed to the administrative department in the college/division. The funds for FY23 fulfilled commitments should be reflected in the departmental accounts. Supporting documentation will be provided upon request to the respective units.

Student Services Fee Transfers

The Student Services Fee is $142.50 per student, per semester, (prorated based on units enrolled), or $285 for the year, and is paid by all UA students. The fee is split and $75 per semester ($150 per year) is allocated to the Student Services Fee Board and $67.5 per semester ($135 per year) is allocated to the Student Union. (The split is not part of the transfer process.)

Of the total fee revenue collected, approximately 5.8 million is allocated by the Student Services Fee Board annually. The majority of the fee is allocated to departments on campus that have a strong student focus.

For the Operating Budget module, transfers will be allocated to departments based on historical activity, so funding for FY23, and future years, will remain the same as FY22 transfers. Org code 9909 will record transfers on budget objects 0930/7930. Departments can use historical expense data to reflect the planned use of funds for future years. These transfers will be entered in the Operating Budget module by January 20, 2023.
Arizona International Commitments for Microcampus

Transfers for Microcampus course development will be transferred in accordance with the timeline as agreed upon with the college/department and will not be entered in the Operating Budget module. The estimated amount will be reflected in the Arizona International fund balance narrative. For Microcampus start-up commitments (non- course development), the amount is not known until fiscal year end. These commitments will not be entered in the Operating Budget module. The estimated amount will be reflected in the Arizona International fund balance narrative.

Capital Commitments, Debt Service, & Internal Loan

Departments are responsible for entering their capital project transfers for FY23, FY24, FY25, and FY26 in the Transfers tab of the Operating Budget Module.

- For Capital Projects enter a transfer-out to the Project's Institutional Org (9971 for FM, 9972 for PDCN), planning fund OTH.
- Units can alternatively choose to plan these costs in the Budget tab of the Operating Budget Module as B7000 – Capital. If you choose to plan this way, reference the related project in the comments section of the budget object row.

The Office of Budget & Planning will enter all planned debt service and internal loan transfers for FY23, FY24, FY25, and FY26 in the Transfers tab of the Operating Budget Module. Units must accept these transfers within their own plan files (Transfers tab) for the amounts to be reflected in their data.

- Debt Service Transfers will be sent to Org 9923.
- Internal loans will be sent to Org 9990.
- A copy of the debt service and internal loan schedule will be attached to your plan files for review.

Contacts & Reminders

As a reminder, these transfers are for planning purposes only and should not be regarded as actual transfer-in amounts. Actual amounts shall be determined following individual commitment agreements. For more information, please contact:

Arizona Online and Distance Education – Bonnie Taylor at bonnie@arizona.edu
Office of Research, Innovation and Impact – Veronica Chu at galavizv@arizona.edu
Office of the Provost – Nina Bates at ninaari@arizona.edu
Office of Strategic Initiatives – Jessica Thornburg at jthor@arizona.edu
Student Services Fee – Scott Norris at scottmnorris@arizona.edu
Arizona International – Yuwen Wang at yuwenwang@arizona.edu
Debt Service, Internal Loan & Capital Commitments – Alex Potter at apotter6@arizona.edu