HSC Transfer to Plant Form (TTPF) Guidelines

**A completed TTPF is required for all transfers to plant funds (unless coming from another plant fund).**

# Step 1: Complete Header Section First

List project title, a brief description, requesting department, contact name, phone and date.

# Step 2: Source Funding

List the commitments from departments (if applicable). If Grant funded, please consult with HSC Contracts and Grants Department and obtain authorized signatures from Index owners.

# Step 3: Justification and Time Frame

Provide a brief description and timeline for the capital project or equipment purchase.

# Step 4: Reversion Date

If the source funding is from a contract, grant, or equipment award, the award letter should provide information on the deadline to complete the transaction. For capital projects that invoice adding building square footage, attach a copy of the Operation and Maintenance Cost Plan if applicable.

# Step 5: Approvals

Signature #1, Dean, Director or Chair (Requests from organizations under the School of Medicine must be approved by Kristin Gates in the SOM Dean’s Office)

Signature #2, Chief Budget & Facilities Officer, Joseph Wrobel

Signature #3, HSC Senior Executive Officer for Finance and Administration, Ava Lovell

# Step 6: Submit Form

Once form is complete with department signatures, forward to Phil Smith, [plsmith@salud.unm.edu](mailto:plsmith@salud.unm.edu)

in the HSC Budget Office. HSC Budget Office will obtain the remaining approvals. A completed form

will be scanned and emailed to the contact listed on the form.

# Create Journal Voucher to establish budget.

JV’s will be approved by the HSC Budget Office when the TTPF is complete with all authorized signatures. JV #’s will be added to the form when it is matched with the TTPF. Once JV is approved, the purchasing process may proceed.