Step 1: Is the money being used to reimburse a purchase of supplies, service, or other expense on another fund?
   - If YES, then move the actual expense CI on an SA document
   - If NO, then go to the next question

Step 2: Is the money being used to pay for a purchase of supplies, service, or other expense provided by another fund/department?
   - If YES, then use a JN document (Intramural Invoice Voucher) to bill the purchasing fund for the services purchased using a true revenue and expense CI (4XXXXX and 5XXXXX, but not 49XXXXX nor 59XXXXX)
   - If NO, then go to the next question

Step 3: Is the money being used to provide generic support with no specific guidelines on how it is to be spent?
   - If YES, then use the new CI Transfer Grid