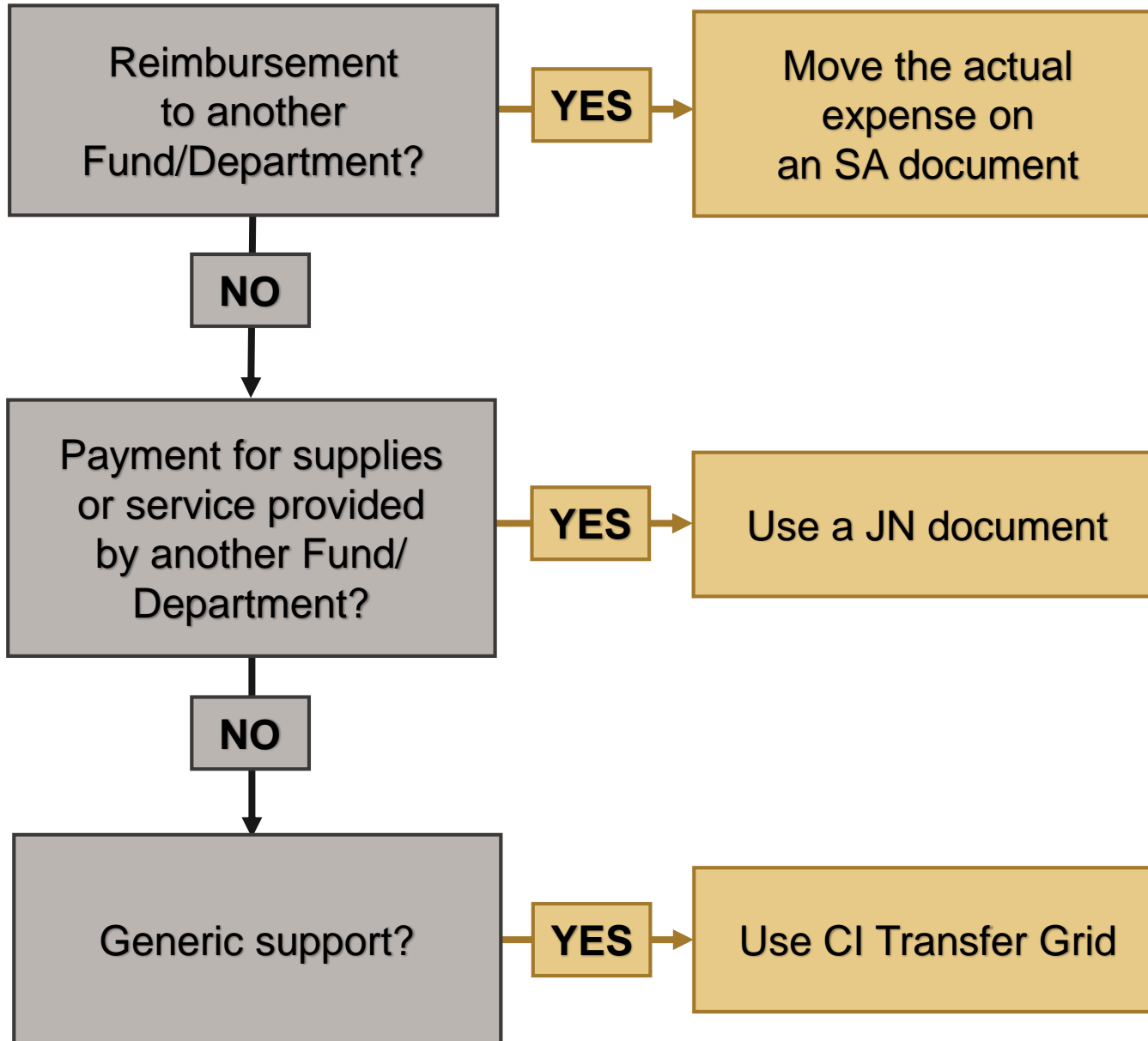


Commitment Item Decision Tree



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 (4XXXXXX and 5XXXXXX, but not 49XXXXXX nor 59XXXXXX)*

*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*