

NUMBER: BUSF 2.09
SECTION: Business and Finance

SUBJECT: Inter-Departmental Transfers (Between State Agencies)

DATE: October 18, 2006

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Controller's Office

I. Policy

State agencies use inter-departmental transfer of funds, through the State Comptroller General's Office, when one State agency charges another State agency for goods or services provided. The amount must exceed \$999.99 to qualify for Inter-Departmental Transfer (IDT).

II. Procedure

A. Payment by USC to Another State Agency

1. The service agency submits a bill to the University on a State of South Carolina IDT Credit Invoice.
2. After verifying the charge with the department involved, the University Controller's Office completes a State of South Carolina IDT Voucher for the amount of the credit invoice.
3. The Controller's Office will send both forms to the State Comptroller General's Office for approval and credit to the proper account.

B. Receipt of Funds by USC from Another State Agency

1. When a University department provides goods or services to another State agency, the University Controller's Office submits a State of South Carolina IDT Credit Invoice Form and invoice to the user agency.
2. The user agency completes a State of South Carolina IDT Voucher and sends both forms to the State Comptroller General's Office for approval and proper credit.

C. Accounting principles require this credit to be treated as revenue not reflected in departmental budgeted accounts. Contact the budget office for departmental use of such funds.

D. For charges less than \$999.99, use normal channels for expenditures and receipts.

III. Reason for Change

Incorporate required documentation in policy.

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