

NUMBER: FINA 2.09 (formerly BUSF 2.09)
SECTION: Administration and Finance
SUBJECT: Inter-Departmental Transfers (Between State Agencies)
DATE: October 18, 2006
REVISED: February 17, 2015
Policy for: All Campuses
Procedure for: All Campuses
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Issued by: University Finance - 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.

II. Procedure

A. Payment by the University to another State Agency

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

B. Receipt of Funds by the University 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 Form and invoice generated by the department to the user agency.
2. The user agency completes the State of South Carolina IDT form and sends it 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.

III. Reason for Revision

Policy revised due to departmental reorganization, departmental name changes, and to comply with changes on state approval procedures