

COLLEGE of CHARLESTON

OFFICIAL POLICY

2.09

INTERDEPARTMENTAL TRANSFER (External Transactions with State Agencies)

4/30/08

Policy Statement

The Accounts Payable Unit of the Controller's Office will process all payments for the College's legally incurred, non-payroll obligations of goods and services in accordance with State/Federal laws and regulations as well as other policies and procedures of this institution.

Policy Manger and Responsible Department or Office

A. Controller's Office

The Controller's Office staff has the responsibility for making sure that all payments for goods/services of a non-payroll nature comply with State and Federal laws and regulations as well as College policies and procedures. This Office ensures those expenditures are tracked and properly accounted for and that the College maintains a favorable credit rating through the timely payment of invoices.

B. Departmental Staff

The departmental staff has the responsibility for ensuring that they follow the procurement guidelines when requesting goods and services. They must provide the Controller's Office with accurate and complete documentation such as receiving reports (generally by way of the Central Receiving Office), completed forms, justifications/explanations needed for making payments. In addition, they must make sure that goods and services are satisfactorily received as well as demonstrate a documented benefit to the College.

C. Selling Agency/Receiving Agency

Both the selling and receiving agencies must provide their accounting information on the State's Interdepartmental Transfer form.

Purpose/Reason for the Policy

The purpose of this policy is to ensure that revenue and expenditure transaction exchanges occurring between state agencies are not doubly accounted for in the statewide accounting system.

Departments/Offices Affected by the Policy

This policy directs departments that engage in selling or buying goods or services from another state agency or awarding or withdrawing grant monies from another state agency. Some examples of the types of transactions involving the IDT form is remitting sales and use tax to the S. C. Department of Revenue, billing of tuition and fees to S. C. Vocational Rehabilitation, and paying Clemson University as a sub-awardee of a grant, only to name a few.

Procedures Related to the Policy

Interdepartmental Transfers (IDT)

1. The IDT is a two-part form consisting of a credit and debit entry. The agency selling the goods or services completes the credit entry. The agency receiving the goods or services completes the debit entry.
2. Amounts of less than \$1,000 paid to another State Agency should be processed by check. Not included in these transactions are any fringe benefit payments to the Retirement System, as these are handled by IDT, regardless of the payment amount.

3. IDT's must be accompanied by sufficient notes and/or documentary attachments.

Related Policies, Documents or Forms

S. C. Comptroller General's Disbursement Regulations

S. C. State Procurement Code

S. C. Code of Laws Sections 11-13-45; 8-11-199; 8-11-130; 11-35-3220-3230; 15-29-80; 15-5-280

S. C. General Appropriations Act

Review Schedule

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