

NUMBER: BUSF 2.06  
SECTION: Business and Finance  
  
SUBJECT: Intra-Institutional Transfers (Within USC)  
  
DATE: October 10, 2006  
  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Rick Kelly  
Issued by: Controller's Office

---

I. Policy

The University uses intra-institutional transfer (IIT) for a University department to charge another University department for the cost of providing internal goods or services within the University. IIT's are to be used only for charging goods or services and not for transferring funds, correcting mistakes, or transferring charges between accounts.

II. Procedure

A. The service department is responsible for initiating the charge.

1. Major service departments are assigned unique IIT numbers to be used for an electronic upload for specific, recurring charges. These files are transmitted electronically to Accounting Services on a monthly basis for processing. Major service departments may also use the on-line accounting IIT/RQ system.
2. Minor service departments may submit manual entries or use the on-line accounting IIT/RQ system to enter the transactions. For manual entries, departments may obtain paper forms from the Accounting Services. Manual transactions are limited to one transaction per document.

B. For manual and on-line entries, the service department sends the original(s) to the Controller's Office within one week of transaction(s), retains one copy for its records and sends another copy to the user department with adequate documentation supporting the charge(s).

Before month end (see <http://web.admin.sc.edu/fr/calendar.php> for dates) electronic upload files are transmitted to Accounting Services with a signed summary sheet. Adequate documentation must be provided by the servicing department to the receiving department(s).

Supporting documentation should be kept by the service department for audit purposes for a period of five years. The user department is responsible for verification of all IIT transactions and reconciliation of charges. Any disputed transactions should be resolved by the service department within thirty (30) days of notification by the user department.

- C. IITs are listed on the University financial reports preceded by the letters "RQ."
  - 1. The receiving department account is charged under the appropriate expenditure object code (5xxxx.)
  - 2. The service department account is credited in an appropriate contra-expenditure object code (6xxxx).

III. Reason(s) for Change

Clarification of the authority to initiate transfers, emphasizes documentation required, and state procedures for the on-line entry system.

Send Comments to [Pat Lardner](#)