

Transfer Invoice Disbursement Request

Instructions

Payments to other State agencies for products received or services rendered should be made utilizing an online transfer invoice in the State's Core-CT database. The University does not make payments to other State agencies with a check; therefore, an Accounts Payable voucher for this payment type is unnecessary. Instead, please follow these procedures:

1. When negotiating with the other State agency, ask the agency to prepare a **Core-CT transfer invoice**. The invoice should be forwarded for approval to the SCSU department receiving the goods/services.
2. Upon receipt of the invoice (after goods have been received or services rendered) the responsible budget authority at SCSU should prepare a **["Transfer Invoice Disbursement Request" \(TI\) form](#)**. The request form must include the Banner cost center (Fund/Org/Program) and expense accounts**. Additionally, the contact name and phone number of the providing agency should be listed.
3. The TI request form should be signed by the Banner cost center budget authority and forwarded along with the original Core-CT transfer invoice to Oliver Chambers in University Accounting. The TI request will then be processed in the Core-CT system by University Accounting.

Questions related to inter-agency transfer invoice processing may be directed to **Oliver Chambers** at chamberso1@southernct.edu or extension 2-6851.