

PROCEDURE NUMBER: FINA 2.12 Procedure
SECTION: Administration and Finance
SUBJECT: Interdepartmental Transfers
DATE: April 1, 2024
Procedure for: All Campuses
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Issued by: Administration and Finance – Controller’s Office

Procedure

The University periodically transacts with other state institutions and agencies during its operations. The purpose of this procedure is to outline the method by which payments are distributed and received for interagency activity, known as interdepartmental transfer. An interdepartmental transfer represents the transfer of funds between state institutions and agencies to facilitate payment for goods provided or services rendered.

Receipt of Funds by the University from Another State Agency

When remitting payment, state agencies should treat the University as any other external supplier. If paying via wire transfer, the agency may use the South Carolina Enterprise Information System (SCEIS) to initiate the payment. SCEIS is the integrated statewide system used to carry out financial, materials management, human resources, and payroll processes for state agencies. The University uses the PeopleSoft Finance and PeopleSoft HCM systems rather than SCEIS. Agency Number H270 and Vendor Number 000H270501 or 000H270601 should be referenced for these payments.

If not paying with a wire transfer, the agency must remit payment by issuing a check or sending an electronic Automated Clearing House (ACH) payment to the University’s bank account with the Bursar’s Office. This process should be followed regardless of which campus is the intended recipient of the payment. All campuses follow the Bursar’s Office’s standard processes for claiming payments and ensuring they are receipted to the proper chartfields.

Payment by the University to Another State Agency

Payments cannot be made through SCEIS. Payments will be issued to state agencies following the University’s standard payment and supplier processes. To receive payment, all state agencies and institutions must be registered in the University’s Supplier Self-Service Portal. After appropriate registration occurs, payments will be issued through check or ACH payment based on the information reflected in the specific supplier profile.

History of Revisions:

DATE OF REVISION	REASON FOR REVISION
April 1, 2024	New Procedure
July 1, 2025	Added History of Revisions section