RESET PRINT

INTRA-DEPARTMENT TRANSFER INVOICE

CO - 608 REV. 7/03 (Stock No. 136-01)

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
ACCOUNTING SERVICES

USE THIS FORM IN SETTLING CLAIMS BETWEEN STATE BUSINESS UNITS

1. CREDITOR BUSINESS UNIT:

- **a.** PLEASE COMPLETE THE FOLLOWING SECTIONS: **FROM** (CREDITOR BUSINESS UNIT), **TO** (DEBTOR BUSINESS UNIT) **DESCRIPTION** (BOTTOM PORTION OF PAGE).
- **b** REMOVE AND RETAIN PART 3 FROM THE SET.
- **c.** SEND BALANCE OF SET (PARTS 1 & 2) INTACT TO THE DEBTOR BUSINESS UNIT.
- d. CREATE AN OPEN RECEIVABLE IN CORE-CT AR

2. DEBTOR BUSINESS UNIT:

- **a.** VERIFY ALL CHARGES.
- **b.** PROVIDE THE FOLLOWING INFORMATION: SIGNATURE OF ACCEPTANCE, AND CHARTFIELDS.
- **c.** ENTER AN AP VOUCHER IN CORE-CT.
- **d.** RETURN COMPLETED PART 1 COPY TO THE CREDITOR BUSINESS UNIT.
- **e.** RETAIN PART 2 COPY.

3. CREDITOR BUSINESS UNIT:

- a. VERIFY CORE-CT PAYMENT MATCH.
- b. FILE AND RETAIN PART 1 COPY.

FROM - CREDITOR BUSINESS UNIT

(1) INVOICE NUMBER

(2) FROM (REFER TO VENDOR FILE)

TO - DEBTOR BUSINESS UNIT

(3) TO (REFER TO VENDOR FILE)

CHARTFIELD - COMPLETED BY DEBTOR DEPARTMENT

(4) AMOUNT	(5) QUANTITY	(6) GL UNIT	(7) BUDGET DATE	(8) FUND	(9) DEPARTMENT	(10) SID	(11) PROGRAM	(12) ACCOUNT	(13) PROJECT/ GRANT	(14) CHARTFIELD 1	(15) CHARTFIELD 2	(16) BUDGET REFERENCE
		STATE										
		STATE										
		STATE										
		STATE										
		STATE										
		STATE										
		STATE										

(17) PREPARED BY | **(18) TELEPHONE NO.** | **(19) DATE**

DEBTOR BUSINESS UNIT ACCEPTANCE

THE ABOVE DETAILED SERVICES AND / OR COMMODITIES HAVE BEEN PERFORMED AND / OR RECEIVED, AND ARE ACCEPTED AS A CHARGE AGAINST THE APPROPRIATION INDICATED. FUNDS HAVE BEEN ENCUMBERED FOR THE CHARGE.

(20) AUTHORIZED DEPARTMENT SIGNATURE | **(21) TITLE** | **(22) DATE**

TO BE COMPLETED BY CREDITOR BUSINESS UNIT

(23) DATE	(24) DESCRIPTION	(25) QUANTITY	(26) UNIT PRICE	(27) AMOUNT
			TOTAL	

(28) PREPARED BY | **(29) TELEPHONE NO.** | **(30) DATE**

DISTRIBUTION: PART 1 - CREDITOR BUSINESS UNIT PART 2 - DEBTOR BUSINESS UNIT PART 3 - CREDITOR BUSINESS UNIT