INTERDEPARTMENTAL TRANSFER ACCOUNT CODES

We created a few interdepartmental transfer account codes in order for you to distinguish between the various types of transfers:

- 719551—Interdept Facilities Work Orders
- 719552—Interdept Parking Charges
- 719553—Interdept Publication Charges
- 719554—Interdept Event Charges
- 719550—Interdept Transfers Recurring (for others not listed above)

RESTRICTED FUND CARRY-FORWARDS

There are no adjustments to carry-forward balances already posted for restricted funds beginning with ‘2’ and ‘3’, i.e., current balances are final.

Carry-forwards for restricted funds beginning with ‘9’ are in process and will be posted by October 31, 2012.

PAYMENTS TO RESEARCH SUBJECTS

All methods of payment (e.g., gift certificates, cash reimbursements) to research subjects must follow the same guidelines as 1099 reporting requirements.

Depts. should obtain W9 information from research subjects.

See attachment for additional details.

CONCUR ANNOUNCEMENTS

Effective June 1, 2012, the “Check Number” field in Concur Invoice has been modified to include the internal invoice number i.e., the ‘D’ number, in addition to check number. This field has been also been re-titled as “Check Number/Banner Invoice Number”.

Reminder: Fuel can be purchased for rental cars and university-owned vehicles only. Reimbursements for business use of personal vehicles must use the “mileage reimbursement” expense type on Concur.

AUDITED FINANCIAL STATEMENTS

Audited financial statements for FY12 are now available at:

http://www.usfca.edu/busfin/auditedfinancialstatements