INTRA-DEPARTMENT TRANSFER INVOICE

CO - 608 REV. 6/2010

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 AND RETAIN COPY.**
- **b** **MAKE ONE COPY FOR DEBTOR BUSINESS UNIT**
- **c.** **SEND COPY 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.** BE SURE TO USE THE INVOICE NUMBER AS PAYMENT REFERENCE
- **e.** RETAIN COPY.

3. CREDITOR BUSINESS UNIT:

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

FROM - CREDITOR BUSINESS UNIT

(1) INVOICE NUMBER

(2) FROM

TO - DEBTOR BUSINESS UNIT

(3) TO

TO BE COMPLETED BY CREDITOR BUSINESS UNIT

(4) DATE	(5) DESCRIPTION	(5) QUANTITY	(7) UNIT PRICE	(8) AMOUNT
			TOTAL	

CHARTFIELD - COMPLETED BY DEBTOR DEPARTMENT

(9) AMOUNT	(10) FUND	(11) DEPARTMENT	(12) SID	(13) PROGRAM	(14) ACCOUNT	(15) PROJECT/ GRANT	(16) CHARTFIELD 1	(17) CHARTFIELD 2	(18) BUDGET REFERENCE

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.

(19) AUTHORIZED DEPARTMENT SIGNATURE	(20) TITLE	(21) DATE

DISTRIBUTION: ORIGINAL - CREDITOR BUSINESS UNIT COPY - DEBTOR BUSINESS UNIT