Expense Transfer Processing Procedures
(June 2022)

To charge another BOCES Budget

1. Type up an expense transfer form [Request for Expense Transfer Form](#)
2. Use complete budget code that is to be charged (Increase Expense - Debit) look in WinCap for complete code. Call or email Patti Decker if not able to determine
3. Use complete budget code that is to be reimbursed (Decrease Expense – Credit) look in WinCap for complete code. Call or email Patti Decker if not able to determine
4. Attach appropriate documentation***** for charges
5. Email or send 2 copies to Deb Diriwachter, Main Campus Business Office (do not send directly to department being charged)
6. Deb will assign a number, log in and forward to appropriate Administrative Council member for approval
7. Once signed, expense transfers are returned to Deb Diriwachter, Main Campus BO
8. Deb will log them in as received
   a. PRT transfers will be formally audited
   b. All other transfers will be reviewed by Deb for accuracy
9. Expense Transfers will be input into WinCap by Patti Decker

Things to remember:

- It may take 3-4 weeks for a transfer to be processed into WinCap due to several steps in the process
- Please be sure staff use current budget codes when sending mail to mail room, ordering supplies and requesting printing services. This will reduce errors when posted in WinCap
- Expense transfers should not be used for reimbursement. Information for ordering items directly should be provided to the department who will incur the cost and they should create the purchase order.

Appropriate Documentation:
Expense transfers need supporting documentation indicating how cost was calculated:

- Workshop Flyer and detail of who participated (Note: you can refer to Accounts Payable's Required Documentation / Reference Guide for claims)
- Internal Charge Budget Form with service codes and calculation
- Service pricing list – This does not need to be attached to each expense transfer that is to be processed. It can be provided to Deb Diriwachter at the beginning of each fiscal year. If prices are adjusted during the year, the list should be revised and sent to Deb as an updated pricing list with an effective date.

Automatically processed – no Administrative Signature Required

- Postage costs (Quarterly, email to Deb Diriwachter at ddiriwachter@ocmboces.org)
- RIC Project Fees (if proposal has original signature by Admin Council member)
- Workshop cost, if registration was via MLP approval by supervisor

Expense Transfer Codes

Same Fund Transfers (A to A or F to F)

Object Code 960 to 970

Budget to be charged the expense:

COSER-ACTV-OBJ-Loc-FY-COSER of Program to be reimbursed

   XXX-XXXX-960-XX-X-**XXX**

Budget to be reimbursed/credited:

COSER-ACTV-OBJ-Loc-FY-COSER of Program to be charged

   XXX-XXXX-970-XX-X-**XXX**

Ex –The Print Shop is charging the Business Office for printing services

001-BUSO-960-HR-0-521

                          Coser Numbers at
                          beginning and end of
                          budget code must match

521-HENR-970-BO-0-001

Ex – Adult Education charges RSE-TASC for workshop participation

824-6700-960-00-0-901

                          Coser Numbers at
                          beginning and end of
                          budget code must match

901-0000-970-00-0-824

<u>Expense Transfer Codes</u>

Different Fund Transfers (A to F or F to A)

Object Code 920 to 990

<u>Budget to be charged the expense:</u>

COSER-ACTV-OBJ-Loc-FY-COSER of Program to be reimbursed

   XXX-XXXX-920-XX-X-**XXX**

<u>Budget to be reimbursed/credited:</u>

COSER-ACTV-OBJ-Loc-FY-COSER of Program to be charged

   XXX-XXXX-990-XX-X-**XXX**

Ex –Adult Education charging the Business Office for something

001-BUSO-920-00-0-901

Coser Numbers at beginning and end of budget code must match

901-0000-990-BO-0-001

Ex – Print Shop charges RSE-TASC for printing

824-6700-920-HR-0-521

Coser Numbers at beginning and end of budget code must match

521-HENR-990-00-0-824