

## **SAM – STATE CONTROLLER’S ACCOUNTS**

### **POSTING DOCUMENTS**

**8830**

(Revised 2/1998)

Postings to these fund accounts normally are based on the following documents:

1. Agency Claim–Form 218 (TC-50)

A formal document presented to the State Controller’s Office on which the duly authorized officer of a state agency makes a formal request for payment of expenditures incurred.

2. Controller’s Appropriation Set Up/Adjustments–(TC-23/24)

A document used by the State Controller’s Office to set up the Budget Act and special legislation appropriating funds to the state agencies. TC-24 is used to effect budget adjustments.

3. Controller’s Surplus Money Investment Fund Transfer–(TC-29)

A document used by the State Controller’s Office to record deposits in and withdrawals from the Surplus Money Investment Fund.

4. Controller’s Receipt–(TC-30)

A document used by the State Controller’s Office to order a remittance received by the State Treasurer’s Office into the proper fund and to the credit of the proper account or accounts in the SCO Fiscal System.

5. Controller’s Notice of Cancellation of Warrants–(TC -33)

A document prepared by the State Controller’s Office to cancel an outstanding warrant in accordance with provisions of law covering such cancellations. Please note that warrants issued from January 1, 1998 are valid for one year and are canceled thereafter.

6. Controller’s General Journal–(TC-35)

A document used by the State Controller’s Office to record bookkeeping adjustments affecting the accounts within one state fund.

7. Controller Plan of Financial Adjustment Transfer–(TC-36)

A document used by the State Controller’s Office to re-distribute expenditures, previously paid from an agency’s primary appropriation, to the proper appropriations.

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(Continued)

### POSTING DOCUMENTS

8830 (Cont. 1)

(Revised 2/1998)

8. Controller’s Payroll Revolving Fund Transfer–(TC-37)

A document used by the State Controller’s Office to record payroll transaction.

9. Controller’s General Transfer–(TC-38)

A document used by the State Controller’s Office to effect the transfer of moneys between state funds, other than those processed by specialized TC documents.

10. Controller’s No Warrant Transaction–(TC-39)

A document used by the State Controller’s Office, in lieu of issuing a warrant, to record expenditures normally between state agencies.

11. Controller’s Reserved Appropriation Advance–(TC-40)

A document used by the State Controller’s Office to record appropriation advances, generally to DGS for printing and other services.

12. Controller Architecture Revolving Fund Transfer–(TC-41)

A document used by the State Controller’s Office to effect transfer from the agency’s appropriation to the Architecture Revolving Fund for capital outlay projects.

13. Controller’s Claim Schedule Reversion–(TC-49)

A document used by the State Controller’s Office to record the voiding or reversion of a claim schedule (TC-50) due to insufficient cash and/or appropriation authority.