



ASUB Standard Operating Procedure – 2203

Standard Operating Procedure Synopsis

Title: **INTERDEPARTMENTAL TRANSFER**

Approval Date: Nov.17, 2024

Revision Date, if applicable: Sept. 6, 2023

Review Date(s): Sept. 14, 2024; Sept. 6, 2023; Aug. 28, 2024

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

A. Purpose and Scope

Interdepartmental charges are processed for services provided within the college. This includes copy and print shop charges, college vehicle mileage charges, central stores supply charges, postage charges, phone charges, maintenance and various miscellaneous charges.

B. Definitions

Interdepartmental – Departmental charges within the college.

C. Procedures

1. Charges are submitted at the end of the month by various departments to the assistant controller for processing.
2. Once processed, the charges are reflected in the general ledger.

D. Related Information
