Transferring Non-Payroll Expenses between State and Local Funds

1.   Create a voucher to reimburse the cost center that originally paid the expense. Choose the correct vendor and address as follows:

Transfer Expense From (Credit)	Transfer Expense To (Debit)	Voucher Payable To	Vendor ID	Address
State UH Cost Center	Local Cost Center	Texas Comptroller	0000026730	006
State UHSA Cost Center	Local Cost Center	Texas Comptroller	0000026730	009
State UHCL Cost Center	Local Cost Center	Texas Comptroller	0000026730	010
State UHD Cost Center	Local Cost Center	Texas Comptroller	0000026730	007
State UHV Cost Center	Local Cost Center	Texas Comptroller	0000026730	008
Local UH Cost Center	State Cost Center	University of Houston	0000026780	041
Local UHSA Cost Center	State Cost Center	UH System Administration	0000026798	009
Local UHCL Cost Center	State Cost Center	UH Clear Lake	0000026794	001
Local UHD Cost Center	State Cost Center	UH Downtown	0000026799	011
Local UHV Cost Center	State Cost Center	UH Victoria	0000026796	009

2.   Enter the cost center that will receive the expense (debit) on the Invoice Information page.

3. Select PCC 8 on the UHS Data Line page and complete the 3rd Party Vendor Information, which is the vendor paid for the original expenditure. If transferring a service center expense, choose the appropriate UH campus as the 3rd party vendor. In the example below, the original vendor was Today's Business Solutions.

4. Select SH (Special Handling) as the Handling code on the Payments page.

5. Enter the cost center and account to be reimbursed in Payment Comments.