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**Thomas J. Sadowski**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA Accounting  
**RE:** Cash Transfers - Addendum  
**DATE:** August 24, 2005

On June 2, 2005 a memo ([Cash Transfers](#)) was sent to state agencies announcing that effective July 1, 2005, entry of appropriated cash transfers would be the responsibility of each state agency. To date, this new procedure has been working well and the Office of Administration, Division of Accounting would like to thank each agency for your hard work and assistance. During the implementation, a couple of items have come to our attention that we did not address in our initial memo. They are as follows:

- **Index of Appropriated Transfers**

Please consult the Index of Appropriated Transfers for the information to be entered on TV documents. The agency and orgs that are in the index are the ones that must be used to enter a TV document. If you have a problem using the org listed, please contact your agency SAM II security coordinator to resolve the issue.

- **Prior Year Corrections/Adjustments**

When you have a prior fiscal year correction or adjustment, these cash transfers are controlled by OA Budget and Planning. Please contact your budget and planning analyst, explain the correction or adjustment and they will take care of appropriation lines setup for the TV transaction. If it is a current fiscal year correction or adjustment to a transfer, a correcting transfer can be done. Please contact the following email address for assistance with correcting transfers: [OASAMIITVDOCS@oa.mo.gov](mailto:OASAMIITVDOCS@oa.mo.gov).

Again, thank you for a job well done and we look forward to working with you in the future.

JD:tv/oper/cashtransfers-addendum

Attachment