



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

September 3, 2003

## MEMORANDUM NO. 04-04

**TO:** Chief Fiscal Officers  
Vice Chancellors

**FROM:** Don Waugh  
Assistant State Controller

**SUBJECT:** Revision to CMCS Transfer Policy

The Office of the State Controller has revised the transfer policy for the cash management control system (CMCS) as follows:

Transfer Policy  
Cash Management Control System  
**Effective Date 10/1/03**

### **INTRA-AGENCY/INSTITUTION TRANSACTIONS**

Use CMCS on-line transfer screens for all transfers of funds within an agency/institution.  
Example: all internal transfers

### **INTRA-GOVERNMENTAL TRANSACTIONS**

Use CMCS on-line transfer screens for all transfers of intra-governmental funds (between an agency/institution) when the amount is over **\$1,000.00**. An agency/institution **may elect to use CMCS for all intra-governmental transactions**.

Example: transfer of funds to another state agency, institution or university

### **Major Federal Assistance Programs**

Use CMCS on-line transfer screens for **all** transfers of Major Federal Assistance Program funds to another agency or institution.

For further assistance contact Amber Young, 919-981-5481 or Melody Tart, 919-981-5486.

MAILING ADDRESS  
1410 Mail Service Center  
Raleigh, NC 27699-1410

Telephone: (919) 981-5454  
Fax Number: (919) 981-5567  
State Courier: 56-50-10  
Website: [www.osc.state.nc.us](http://www.osc.state.nc.us)

LOCATION  
3512 Bush Street  
Raleigh, NC