

Memorandum

To: All State Agencies, Boards,
Commissions and Departments

Date: September 22, 2015

From: ~~State Controller's Office~~
Bertha Mejia, Chief 
Bureau of Accounting and Consulting
Division of Accounting and Reporting

BAC #: 15-003

Subject: GUIDANCE FOR SUBMITTING DIRECT TRANSFER CORRECTION(S)

This memo provides guidance for submitting the SCO transaction request (Form CA 504) for direct transfer (DT) correction(s) to the State Controller's Office (SCO).

Effective immediately, the SCO will accept one of the following two methods when submitting the SCO transaction request for DT correction(s).

1. The agencies being charged (billed agency) may request that the DT administering agency initiate and submit the transaction request for DT correction(s) to the SCO for processing.
2. The agencies being charged (billed agency) may submit the transaction request for DT correction(s) to the SCO for processing but must include the following:
 - Documentation to support the correction(s).
 - Acknowledgement from the DT administering agency of the correction(s) by either:
 - E-mail or
 - Original signature of the DT administering agency on the SCO transaction request.

For questions or assistance on DT correction(s), please e-mail SCO's Consulting Section at Fundaccting@sco.ca.gov with a subject line of "Direct Transfer Correction(s)."

BM:jw