



**OFFICE OF STATE FINANCE**  
**Division of Central Accounting & Reporting**  
122 State Capitol Building Oklahoma City, Oklahoma 73105-4887  
(405) 521-2141 FAX (405) 521-3902

State agencies may request the Office of State Finance (OSF) to transfer cash when appropriate authorization (state statute, federal mandate, etc.) is provided. Agencies may use **OSF Form 10A, Cash Transfer Request** to request OSF to process cash transfers.

*Instructions*

**Section A. Heading**

1. Enter the agency number.
2. Enter the agency name.
3. Enter name and phone number of an agency contact that OSF may call when additional information is necessary.

**Section B. Detail** (Each cash transfer will require at least two lines.)

1. Enter the effective date of the cash transfer. If no specific effective date is required, you may leave this field blank.

Debit Information

2. Enter the fund/agency number(s), that cash is to be transferred “to.”
3. Enter **000000** as the account number.
4. Transaction code **2240** has been entered on the first line. Enter this transaction code on each line of the cash transfer.
5. In the Debit column, enter the amount(s) of cash to be transferred “to” fund/agency(ies).

Credit Information

6. Enter the fund/agency number(s) that cash is to be transferred “from.”
7. Enter **000000** as the account number.
8. Enter transaction code **2240**.
9. In the Credit column, enter the amount(s) of cash to be transferred “from” fund/agency(ies).
10. Make no entry in this column. OSF will enter the journal entry number when the transfer is made.
11. Enter necessary comments on both debit and credit lines of the cash transfer.

**Section C. Authorization**

1. Enter the statutory cite and/or reason for transfer. Provide attachments necessary to document/support authorization for the cash transfer.
2. Agency finance officer signs the request.
3. Enter the printed name and title of the agency finance director.
4. Enter the date the finance director signed the form.

**Section D. OSF Entry**

The OSF accountant will initial and enter the transaction date of the journal entry.

The transfer can be viewed on ICS Direct (access- Agency Accounting) or on OSF end of month reports Please direct questions regarding OSF Form 10A to OSF Accountant Lucy Usiukiewicz at 521-6179.

