# **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 |

1. 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.



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



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

