



## STATE CONTROLLER'S OFFICE – BULLETIN 09-28-2020

Wisconsin Department of Administration – Division of Executive Budget and Finance

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### State Operations Expenditure Reimbursement – July and August 2020

This bulletin is a reminder that the interunit bills relating to the state operations expenditure reimbursement for July 2020 and August 2020 to the Department of Administration [**customer INTER50500**] need to be submitted by tomorrow, **Tuesday, September 29**, to allow DOA to approve the associated payment voucher for processing no later than Wednesday, September 30, the end of a quarterly CRF reporting period. Similar to the state operations expenditure reimbursements provided in late July or early August, agencies should be collecting the billed revenue to its PR-S appropriation(s) in which its CRF-approved expenditures have been moved or will be moved so that revenues equal expenditures. **Record revenue from the CRF to account code 6850000**, Intrafund Transfer In Federal Revenue. DOA will recognize an expense associated with the interunit invoice using account code 9750000.

The following must be submitted to [DOACOV19AccountsPayable@wisconsin.gov](mailto:DOACOV19AccountsPayable@wisconsin.gov) and copied to [WICOV19FederalFunds@wisconsin.gov](mailto:WICOV19FederalFunds@wisconsin.gov):

- ✓ a PDF of the interunit invoice;
- ✓ a copy of the Tracker; and
- ✓ the State Agency Attestation

Please let Jeff Simmons ([jeff.simmons@wisconsin.gov](mailto:jeff.simmons@wisconsin.gov)) or Colleen Holtan ([colleen.holtan@wisconsin.gov](mailto:colleen.holtan@wisconsin.gov)) know if you have any questions related to the reimbursement of state agency operations expenditures with the CRF. For questions about preparing an interunit invoice, please refer to the “Creating an Interunit Billing” job aid on [STAR Connection](#).