\textbf{STATE OF OKLAHOMA}  
\textbf{Office of Management and Enterprise Services}  
Cash Transfer Request  
To the Director of State Finance  
Attention: Accounting Room 122

\textbf{SECTION A}  
\begin{center}  
\begin{tabular}{|c|c|} \hline  
Agency # & \hline  
Agency Name & \hline  
Contact & \hline  
Name & Phone \\
\hline \end{tabular}  
\end{center}

\textbf{SECTION B}  
\begin{center}  
\begin{tabular}{|c|c|c|c|c|} \hline  
Date & Fund & Agency & Account & Transaction Code \\
\hline  
\end{tabular}  
\begin{tabular}{|c|c|} \hline  
C A S H & OSF JE# \\
Debit & Credit \\
\hline  
\end{tabular}  
\begin{tabular}{|c|} \hline  
Comments \\
\hline  
\end{tabular}  
\end{center}

\begin{center}  
2240  
\end{center}

\textbf{SECTION C}  
Statutory cite and/or authorization for transfer (attachments may be necessary):

\begin{center}  
\underline{Signature}  
\underline{Agency Finance Officer}  
\underline{Date}  
\end{center}

\textbf{SECTION D}  
OMES use only:  
\textit{\underline{For the Director of OMES}}  
\underline{Date}  
\underline{Compared to S/T}
State agencies may request Office of Management & Enterprise Services to transfer cash when appropriate authorization (state statute, federal mandate, etc.) is provided. Agencies may use OMES 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. OMES Entry**
The OMES 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 OMES end of month reports. Please direct questions regarding OMES Form 10A to OMES Accountant Lucy Usiukiewicz at 521-6179.
STATE OF OKLAHOMA
Office of Management and Enterprise Services
Cash Transfer Request
To the Director
Attention: Lucy Usiukiewicz

SECTION A

SECTION B

<table>
<thead>
<tr>
<th>Date</th>
<th>Fund</th>
<th>Agency</th>
<th>Account</th>
<th>Transaction Code</th>
<th>C A S H</th>
<th>OSF JE#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2240</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B1)</td>
<td>(B 2)</td>
<td>(B3)</td>
<td>(B4)</td>
<td>(B5)</td>
<td></td>
<td></td>
<td>(B11)</td>
</tr>
<tr>
<td>(B 6)</td>
<td>(B7)</td>
<td>(B8)</td>
<td></td>
<td>(B9)</td>
<td>(B10)</td>
<td>(B11)</td>
<td></td>
</tr>
</tbody>
</table>

SECTION C
Statutory cite and/or authorization for transfer (attachments may be necessary):

(C1)

(C2) Signature

(C3) Agency Finance Officer

(C4) Date

SECTION D
OMES use only:

For the Director of OMES  Date  Compared to S/T