

TRANSFER REQUEST FORM

Date of Request: _____

Effective Date: _____

JE15 Same fund Number

JE16 Different fund number

| Fund | Dept (Org) | Account | Program | Activity | Increase Expense | | Decrease Expense | |
|------|------------|---------|---------|----------|------------------------|---------------------------|------------------|--|
| | | | | | TO Debit Amount (-) | FROM Credit Amount (+) | | |
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Reason for Request: _____

Requestor's: _____

Name Signature Date

Dean/Manager Approval: _____

Name Signature Date

This transfer form is use for the following purposes:

- a. Transfer money from different Fund / Org / Account / Program / Activity
- b. Use at year end to clear negative balances. If this is the purpose, you must DEBIT Account 720010 and CREDIT Account 889310

Expense Transfers Guidelines:

- 1) Please attach support for your request, such as a Simpler Systems Report. On the support, please highlight or identify which item/s you would like to have moved elsewhere.
- 2) To expedite this request all applicable information above needs to be completed.
- 3) Expense transfer requests are subject to audit approval before being processed.