

# **TRANSFER OF EXPENSE REQUEST**

**TRANSFER FROM:**

*(ORIGINAL PAYMENT ACCOUNTING)*

**ORIGINAL DOCUMENT NUMBER:** \_\_\_\_\_

FUND	ORG	ACCT	AMOUNT

\_\_\_\_\_  
*Department Signature*

\_\_\_\_\_  
*Date*

\*\*\*\*\*

**TRANSFER TO:**

*(MOVING EXPENSE TO)*

FUND	ORG	ACCT	AMOUNT

\_\_\_\_\_  
*Department Signature (if other than above)*

\_\_\_\_\_  
*Date*

**Reason for Transfer:** \_\_\_\_\_

OR \_\_\_\_\_ See attached documentation

<i>Procurement Use Only:</i>	<i>Completed by:</i> _____
<i>Date Received:</i> _____	<i>Date Completed:</i> _____