

# TRANSFER OF EXPENSE REQUEST

**Original Document#** \_\_\_\_\_

**TRANSFER FROM:**  
(ORIGINAL ACCOUNTING)

SUB FUND	UNIT	SUB OBJECT	AMOUNT

\_\_\_\_\_  
Budget Manager's Signature - Required

**TRANSFER TO:**  
(MOVING EXPENSE TO)

SUB FUND	UNIT	SUB OBJECT	AMOUNT

\_\_\_\_\_  
Budget Manager's Signature - Required (*if other than department*)

REASON FOR TRANSFER: \_\_\_\_\_

See attached documentation

**PROCUREMENT USE ONLY:**

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Oasis Doc: \_\_\_\_\_ Banner Doc: \_\_\_\_\_

Original Oasis#: \_\_\_\_\_

*I hereby certify that the items listed herein have been received and approved for payment:*

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

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