Transfer of Revenue

Transfer Revenue From: _____ Cost Object: _____

Select G/L: 420226–Professional Services   800326–Funding Out   Amount: $_____

Transfer Revenue To: _____ Cost Object: _____

Select G/L: Other_____   800325-Funding In   Amount: $_____

Explanation: -
_____
_____

Attach Invoice or Other Documentation

Transfer of Expense

Transfer Expense From: _____ Cost Object: _____

Select G/L: 420226–Professional Services   800326–Funding Out   Amount: $_____

Transfer Expense To: _____ Cost Object: _____

Select G/L: Other_____   800325-Funding In   Amount: $_____

Explanation: -
_____
_____

**Attach Printout of Transaction Report **

Authorized Signatory

_____
Group Name

_____
Print Name:

_____
Email Address:

_____

Office Use Only

Date Received:_____

Date Approved: _____

Doc Number: _____

Initial: _____