## EXPENSE TRANSFER REQUEST FORM

## DEPOSIT CORRECTION

Date of Request:
Effective Date:

| JE15 <br> JE16 | Same fund Number Different fund number |  |  |  | Decrease RevenueFROMDebit Amount (-) | Increase Revenue |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Fund | Dept (Org) | Account | Program | Activity |  | TO Credit Amount (+) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  | \$ 0.00 | \$ 0.00 |

Reason for Request: $\qquad$
$\qquad$
Requestor's:
Name Signature

Dean/Manager Approval: $\qquad$
Name
Signature
Date

For Deposit correction: Credit the account you want the money to deposit to and debit the account you want to take the money from.

Expense Transfers Guidelines:

1) This expense transfer moves actual revenue from one account code to another.
2) 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.
3) To expedite this request all applicable information above needs to be completed.
4) Expense transfer requests are subject to audit approval before being processed.
