EXPENSE TRANSFER REQUEST FORM DEPOSIT CORRECTION

Date of Request:							
Effective Date:							
	JE15	Same fund No	umber				
	JE16	Different fund	d number				
		,, , -				Decrease Revenue	Increase Revenue
	Fund	Dept (Org)	Account	Program	Activity	FROM Debit Amount (-)	TO Credit Amount (+)
Reason for Request:							
Requestor's:							
		Name			Signature		Date
Dean/Manager Approval:							
		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.