Please complete information on this transfer request and submit it to the Budget Office (175 Grace Dodge, Box 30). Supporting documentation must be included. The more information provided the faster the request may be processed.

**Request for Revenue or Expense Transfer (Journal Entry)**

- **Department ________________________________**  Date of request _____/ _____/ _____
- **Department Extension __________ TC Box # ____________**

**FOR TRANSFER OF ACTUAL REVENUE OR EXPENDITURES ONLY**

(Please attach explanation for transfer request)

<table>
<thead>
<tr>
<th>Transfer Charge</th>
<th>From: Index Acct.</th>
<th>To: Index Acct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Transfer Charge</td>
<td>$ ______________</td>
<td>$ ______________</td>
</tr>
<tr>
<td>(2) Transfer Charge</td>
<td>$ ______________</td>
<td>$ ______________</td>
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<tr>
<td>(3) Transfer Charge</td>
<td>$ ______________</td>
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<tr>
<td>(4) Transfer Charge</td>
<td>$ ______________</td>
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</tr>
<tr>
<td>(5) Transfer Charge</td>
<td>$ ______________</td>
<td>$ ______________</td>
</tr>
</tbody>
</table>

Explanations/Comments

(1) ___________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

**PREPARED BY ________________________________**

Employee requesting the expense transfer

**AUTHORIZED SIGNATURE (S) ________________________________**

2nd Dept. ________________________________
If applicable: Authorization from department that is being charged is also required

**FOR BUDGET OFFICE USE ONLY**

Comments:________________________________________________________
_________________________________________________________________

Reviewed by ________________________________  Date _____/ _____/ _____

Correcting JV #

Journal Type
The corrections (journal) will be reflected on the ________________ Reports.