

Interdepartmental Transfer Form

* In order to charge a transaction to another department, you must obtain approval from that department.

* This form accomodates one transaction to be split to up to five gl codes. Continue on another form if the charge needs to be split further.

Original Purchase Information

Transfer Requested By: _____	Original Purchase Made Via (check one):
Original Purchase Made By: _____	_____ P-Card, please provide cardholder name: _____
Vendor: _____	_____ Corporate Card
Transaction Amount: _____	_____ Purchase Order
Transaction Date: _____	_____ Check Request
Reason for transfer: _____	_____ Other (explain): _____

* If original purchase was on a P-card, submit this form with the applicable p-card statement.
* If original purchase was not on a P-card, submit this form to the Accounting Office within 30 days of the original purchase.

Transfer Expense to Another Department

Originally Charged To	Please Transfer Charge To	Amount	Requester Is Responsible For Obtaining Approval From The Department They Wish To Transfer To
XX - XXXX - XX - XXXX Project # _____ <small>(if applicable)</small>	XX - XXXX - XX - XXXX Project # _____ <small>(if applicable)</small>	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	_____ - _____ - _____ - _____ Project # _____ <small>(if applicable)</small>	\$ _____	Approved by: _____ VP Approval (if required): _____