



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 By: _____ Vendor: _____ Transaction Amount: _____ Receipt Date: _____ Reason for transfer: _____ _____ _____	Original Purchase Made Via (check one): <input type="checkbox"/> P-Card, please provide cardholder name: _____ <input type="checkbox"/> P-Card Last Four Digits _____ <input type="checkbox"/> Corporate Card <input type="checkbox"/> Purchase Order <input type="checkbox"/> Check Request <input type="checkbox"/> Other (explain): _____
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* 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		Amount	Requester Is Responsible For Obtaining Approval From The Department They Wish To Transfer To
XXXX - XX - XXXX - XXXX - XXXX Project # _____ (if applicable)	XXXX - XX - XXXX - XXXX - XXXX Project # _____ (if applicable)	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	\$ _____	Approved by: _____ VP Approval (if required): _____
_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	_____ - _____ - _____ - _____ - _____ Project # _____ (if applicable)	\$ _____	Approved by: _____ VP Approval (if required): _____