

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: _____
 Transaction Date: _____
 Reason for transfer: _____

Original Purchase Made Via (X one):
 _____ P-Card, please provide cardholder name: _____
 _____ Corporate Card
 _____ MyMU Purchase Requisition:

* If original purchase was on a P-card, attach this form with the expense receipt during the allocation process
 * 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	
XXXX	XX	XXXX	XXXX	XXXX	Project (if applicable)	XXXX	XX	XXXX	XXXX	XXXX	Project (if applicable)	_____	Approved by: _____ VP Approval (if required): _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Approved by: _____ VP Approval (if required): _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Approved by: _____ VP Approval (if required): _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Approved by: _____ VP Approval (if required): _____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Approved by: _____ VP Approval (if required): _____