



Transfer of Revenue

Transfer Revenue From: _____ **Cost Object:** _____
 Select G/L: 420226–Professional Services 800326–Funding Out Amount: \$ _____

Transfer Revenue To: _____ **Cost Object:** _____
 Select G/L: Other _____ 800325–Funding In Amount: \$ _____

Explanation: -

****Attach Invoice or Other Documentation****

Transfer of Expense

Transfer Expense From: _____ **Cost Object:** _____
 Select G/L: 420226–Professional Services 800326–Funding Out Amount: \$ _____

Transfer Expense To: _____ **Cost Object:** _____
 Select G/L: Other _____ 800325–Funding In Amount: \$ _____

Explanation: -

****Attach Printout of Transaction Report****

Authorized Signatory

Group Name

Print Name:

Email Address:

Office Use Only

Date Received: _____

Date Approved: _____

Doc Number: _____

Initial: _____