



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: _____