Expense Transfer Request Form

Where expenses have been correctly recorded, but spending authority is not enough to support the expenses, funding can be moved to where the expenses were incurred. This maintains the integrity of the original expense while still reflecting the use of funds from the funding source, providing better information for budgeting on both the TO and FROM funding sources.

This transfer process is intended to move large amounts of funding between units and cannot be used to correct mis-posted expenses where an accounting adjustment or manual journal moving the expense should be used instead.

Note: This process cannot be used for Sponsored funding, Foundation funding, faculty start-ups (FSUs), shared support agreements (SSAs), or for IRTs relating to federal or state special appropriated funds.

- This form is required when requesting a large transfer of expenses between funding sources. Only Business Unit Managers are allowed to request expense transfers.
- All expense funding transfers will be posted to SC10733 T Out: Alloc Exp-Admin
- The request form must be attached to the Service Now ticket requesting FSD to process the transfer.
- All transfers will be reviewed/approved by the Controller's Office prior to final posting.

Amount to transfer:

Worktag transfer is coming FROM:

Worktag transfer is going TO:

Reason for transfer:

As the Business Unit Manager for the provided worktags I approve the expense transfer as outlined above.

Signature:

Date: