

* During the COVID-19 Pandemic all Journal Transfer Request forms must be accompanied by an email authorization if the budget holder is not able to sign the form.



JT# _____

JOURNAL TRANSFER REQUEST

DEBIT (*money out*):
Increase Expenditure

		<i>Office Use:</i>
ACCOUNT #	AMOUNT	Sub-Object

TOTAL: _____

CREDIT (*money in*):
Decrease Expenditure

		<i>Office Use:</i>
ACCOUNT #	AMOUNT	Sub-Object

TOTAL: _____

Reason For Transfer:

(Requestor's Name)

Requestor's Signature

Date

(Approver's Name - Dean or Director)

Approver's Signature

Date