



This form is used to transfer budgeted expenses from one department to another department, grant, or project. Expenses can not be transferred from operating to capital without Vice President approval. Expenses can only be transferred if the Departmental, Project or Grant Budget has funds.

**NOTE : ANYTHING OVER \$3,000 MUST BE SIGNED BY V.P.**

Date: \_\_\_\_\_

Department / P.I. Requesting Transfer: \_\_\_\_\_

Justification for Transfer: \_\_\_\_\_

Has Expense been paid?     Y / N    

\*If Yes include copy of invoice

Authorization by Department Receiving Expense: \_\_\_\_\_

	FROM Current Chartfield	TO Chartfields of Recipient
Account Number:	_____	_____
Fund:	_____	_____
Department:	_____	_____
Project / Grant Number:	_____	_____
Budget Reference:	_____	_____
Amount:	_____	_____

Submitted By/ extension:	Date:
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Department Head/Vice President:	Date:
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*If applicable:*

ORGSP :	Date:
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Reminder: Please attach a copy of the invoice/expense that you want to reclass to this document, if applicable.