EXPENSE TRANSFER REQUEST FORM INVOICE CORRECTION

Date of Request:							
Effective Date:							
	JE15	Same fund No	umber				
	JE16	Different fund	d number				
		33				Increase Expense	Decrease Expense
	Fund	Dept (Org)	Account	Program	Activity	TO Debit Amount (-)	FROM Credit Amount (+)
Reason for Request:							
Requestor's:							
		Name			Signature		Date
Dean/Manager Approval:							
		Name			Signature		Date

For Invoice Correction: DEBIT the account that you want to charge the invoice to and CREDIT the account that was charged incorrectly.

Expense Transfers Guidelines:

- 1) This expense transfer moves actual expenditures from one account code to another.
- 2) Please attach support for your request, such as a Simpler Systems Report. On the support, please highlight or identify which item/s you would like to have moved elsewhere.
- 3) To expedite this request all applicable information above needs to be completed.
- 4) Expense transfer requests are subject to audit approval before being processed.