

TRANSFER OF FUNDS FORM

This form should be used to move funds from one department to another department to cover costs before the expense occurs or to charge another department for services. For example, the Office Staff Luncheon Committee requests sponsors to aid in the cost of the Holiday luncheon. Your department gives them \$50. A transfer of funds (journal entry) will be processed to charge the “expense” to your department and credit the funds to the Office Staff account.

If you are moving funds from one department to another to cover costs after an expense occurs, you will need to submit an Expense Correction Form. If you are moving budget from one pooled account to another within the same department or division, you will need to submit a Budget Revision Form.

Completed form should be emailed to accounting@elon.edu.

DATE: _____

ACCOUNT NUMBER (12 Digits)	TRANSFER FUNDS TO (credit)	TRANSFER FUNDS FROM (debit)
TOTAL:		

EXPLANATION & APPROVAL	
<i>Provide a brief explanation why this transfer of funds is being requested.</i>	
Why is this transfer of funds being requested?	
PREPARER’S NAME	BUDGET MANAGER (e-signature)