



TRANSFER OF FUNDS FORM

This form should be used to move funds from one department to another.

If an expense has posted and you are moving from one account to another, you will need to submit a Correction of Expense Form. If you are moving budget from one 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

Provide a brief explanation why this transfer of funds is being requested.

Why is this transfer of funds being requested?

PREPARER'S NAME	BUDGET MANAGER (e-signature)