

SOUTHERN UTAH UNIVERSITY

Revenue/Expenditure Transfer Request

Revenue

Expenditure

Banner Document Number _____ Banner Activity Date _____

Banner Description _____

Amount to be Transferred \$ _____

Partial Transaction

Original Transaction
Amount

From FOAPAL _____
Index/Fund Organization Account Program Activity

To FOAPAL _____
Index/Fund Organization Account Program Activity

I request the expenditure transfer because:

Initiated by _____
Department Name Phone Ext.

Date Sent _____

* Please provide appropriate documentation if transfer is outside of requestor's department*

Controller's Office Use:

Journal Entry Number _____

Journal Entry Date _____