

Expenditure Transfer Request Instructions:

This form is to transfer expenditures (amounts already paid) from one account to another. For example, if something was paid out of another account that should have been paid out of your account, this form should be used. Please fill out all applicable information. This form should be generated and signed by the account the transfer is going to. It can be filled out online and E-mailed to the accounting department. Or you may print it out and send it inter-campus mail.

The Expenditure Transfer Request form is on the following page:

SOUTHERN UTAH UNIVERSITY

Expenditure Transfer Request

Purchase Order Number _____ Date _____ or

Check Request Number _____ Date _____

Description _____

Vendor _____

Amount to be Transferred \$ _____

From Account _____

To Account _____

I request the expenditure transfer because:

Sent From _____

Date Sent _____

Controller's Office Use:

Journal Entry Number _____

Journal Entry Date _____