

Please send a copy of all Expenditure Transfer Requests for FREC to Aimee Uchman. (aimeeuchman@suu.edu)

**Revenue / Expenditure Transfer Request**

*\*\*Use this form to move revenues or expenditures that are currently posted in the incorrect location (FOAPAL) in the current fiscal year. Please provide appropriate documentation if the transfer is outside of the requestor's department.\*\**

Contact Name: Your name goes here Telephone Ext: **X \*\*\*\***

Transfer Type:  Revenue  Expenditure  Partial Transaction \_\_\_\_\_  
Original Transaction Amount

**Banner Information:**  
Activity Date: dd/mm/yy Document Number: pull from banner  
Description: Delta Airlines

Transfer Amount: \$375.00

<b>FROM:</b>		<b>TO:</b>	
Index:	<u>fill me in</u>	Index:	<u>FREC</u>
<b>OR</b>		<b>OR</b>	
Fund:	<u>fill me in</u>	Fund:	<u>000100</u>
Organization:	<u>fill me in</u>	Organization:	<u>10160</u>
Account:	<u>fill me in</u>	Account:	<u>7510</u>
Program:	<u>fill me in</u>	Program:	<u>40</u>
Activity:	<u>fill me in</u>	Activity:	_____

Explanation:  
Airfare expenses for (candidate name \_\_\_\_\_; Position: \_\_\_\_\_). Ticket was originally charged to Department P-card. Copies of itemized receipts are attached.

Initiated By: Your name goes here Date: dd/mm/yy