

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: _____ Telephone Ext: _____

Transfer Type: Revenue Partial Transaction _____
 Expenditure Original Transaction Amount

| | |
|----------------------------|------------------------|
| Banner Information: | |
| Activity Date: _____ | Document Number: _____ |
| Description: _____ | |

Transfer Amount: _____

| | |
|---|---|
| <p>FROM:</p> <p>Index: _____</p> <p>OR</p> <p>Fund: _____</p> <p>Organization: _____</p> <p>Account: _____</p> <p>Program: _____</p> <p>Activity: _____</p> | <p>TO:</p> <p>Index: _____</p> <p>OR</p> <p>Fund: _____</p> <p>Organization: _____</p> <p>Account: _____</p> <p>Program: _____</p> <p>Activity: _____</p> |
|---|---|

Explanation:

Initiated By: _____ Date: _____