

Department of Finance EXPENDITURE/REVENUE TRANSFER FORM

FROM: _____
Department Name

JV #

Date

Request an **INCREASE IN EXPENDITURE/REVENUE** in the following account(s):

Finance Use Only	Category	Fund	Cost Center	Obj. Code	Sub Acct.	Code Description	Amount
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
Total Increase						\$ _____	\$ _____

Request a **DECREASE IN EXPENDITURE/REVENUE** in the following account(s):

Finance Use Only	Category	Fund	Cost Center	Obj. Code	Sub Acct.	Code Description	Amount
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
J _____	_____	_____	_____	_____	_____	_____	\$ _____
Total Decrease						\$ _____	\$ _____

JUSTIFICATION: (Provide attachments if necessary. Refer to a source document if applicable.)

Departmental Approval

Finance Approval

Submit two copies to Finance