

INTERDEPARTMENTAL TRANSFER FORM

Journal Entry Number: _____

Transaction Date: ____/____/____

Posted By: _____

<i>(Enter FUND or ORG-Not Both)</i>		Account <i>(6 Digits)</i>	Prog. <i>(4 Digits)</i>	Description <i>(35 Character Limit)</i>	Debit <i>(Take Money Away)</i>	Credit <i>(Give Money To)</i>
Fund <i>(6 Digits)</i>	Org. <i>(5 Digits)</i>					
1	-----	-----	-----	-----	-----	-----
2	-----	-----	-----	-----	-----	-----
3	-----	-----	-----	-----	-----	-----
4	-----	-----	-----	-----	-----	-----
5	-----	-----	-----	-----	-----	-----
6	-----	-----	-----	-----	-----	-----
		HASH TOTAL <i>(Total Debits + Credits)</i>		TOTAL		

Provide an Explanation for Interdepartmental Transfer below: _____ _____ _____	Delivery Instructions: Department: _____ Room No.: _____ Building: _____ Deliver To: _____ Phone No. _____
Signature Approval: _____ / ____/____ (Approval Signature) (Date)	Received By: _____ / ____/____ (Signature) (Date)

Rev: 6/02/04

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