## UNIVERSITY OF SOUTH ALABAMA

## **EXPENSE** TRANSFER REQUEST

[This form is to be used to transfer expenditures from one FOAPAL account (fund, organization, account) to another FOAPAL account]

DATE:							DOC#:	
TO:	BUSINESS OFFICE						( For Busine	ess Office Use )
FROM:	(ORGANIZATION NAME)							
PREPARED E								
TRANSFER EXPENDITURE(S) AMOUNTS FROM ACCOUNT:				(CR)		(F O A P requi	ired)	
SEQ	FUND	ORGN	ACCT	PROG	ΑCTV	LOCN	DESCRIPTION ( MAX 35 CHARACTERS )	AMOUNT
1								
2	<b>.</b>							
3								
4	<u> </u>							
5								
6 7	<u> </u>							
7	<u> </u>						TOTAL TRANSFER FROM:	
TRANSFER E	XPENDITURE(S)	AMOUNTS TO A	ACCOUNT: (DF	R)		(F O A P requi	ired)	
SEQ	FUND	ORGN	АССТ	PROG	ACTV	LOCN	DESCRIPTION ( MAX 35 CHARACTERS )	AMOUNT
1								
2								
3								
4	<u> </u>							
5								
6	<b>.</b>							
7	<u> </u>							
							TOTAL TRANSFER TO:	
PURPOSE:								
SIGNED				DATE	DEAN			DATE
DEPARTMENT HEAD, DIRECTOR, OTHER			DATE	CONTROLLER			DATE	
BUSINESS OFFICE USE ONLY:		CODED BY:			REVIEWED BY:		RULE CODE:	
		APPROVED BY	:		ENTERED BY:		DOCUMENT #:	

DOCUMENT TOTAL: