

Ac. Affairs tracking #:

DOC #

AC-22 JOURNAL TRANSFER (expenses)

TO:

(increase expenditure)

FISCAL YR	DEPT	SUB	OBJECT	AMOUNT

TOTAL _____

FROM:

(decrease expenditure)

TOTAL _____

Reason for transfer:

Object
 0000-1999 = Regular Service
 2000-2999 = Temporary Service
 3000-8999 = OTPS
 9200-9600 = Recharges (OTPS)

Requested by: _____ (Chair/Director) (Date)

Approved by: _____ (Dean/Director Office) (Date)

Approved by: _____ (Provost's Office) (Date)

Processed by: _____ (Finance Office) (Date)