ROGER WILLIAMS UNIVERSITY
BUDGET OR ACTUALS TRANSFER FORM

CHECK OFF TRANSFER TYPE: DATE:_____

TRANSFER TYPE (check one): ____ **BUDGET TRANSFER** (GLBE) **OR** _____ **ACTUALS TRANSFER** (GLJM)

Entry #_____

Budget Transfer: Increase/decrease BUDGETS within your department: **$500 minimum** (Finance Office Only)

Actuals Transfer: Move expenses that were charged to the wrong account or department: **$250 minimum***
MUST ATTACH BACK-UP referencing incorrect charge (i.e. budget status detail report)
$250 minimum applies to charges within the same department. $50 minimum applies only if charges posted to the incorrect department.

TRANSFER AMOUNT FROM:

	Department Name	Account Description	15 Digit GL Account Number	TRANSFER AMOUNT (CREDIT)
1			- - - - - - - - - - - - - - -	
2			- - - - - - - - - - - - - - -	
3			- - - - - - - - - - - - - - -	
4			- - - - - - - - - - - - - - -	

TRANSFER AMOUNT TO:

	Department Name	Account Description	15 Digit GL Account Number	TRANSFER AMOUNT (DEBIT)
1			- - - - - - - - - - - - - - -	
2			- - - - - - - - - - - - - - -	
3			- - - - - - - - - - - - - - -	
4			- - - - - - - - - - - - - - -	

Reason for Transfer (be specific): 0

1

2

Transfer From Approval (Reduce)_____
(Print Name)

Transfer To Approval (Increase)_____
(Print Name)

Cash Transfer:

DR __ __ - __ __ __ __ __ __ __ - __ __ __ __ __ - __

CR __ __ - __ __ __ __ __ __ __ - __ __ __ __ __ - __

Finance Approval_____

Input by:_____