

<u> — 1852 — </u>

EXPENDITURE TRANSFER REQUEST –

When an expenditure paid to a 3rd party (not Loyola) has been posted to a wrong account, an Expenditure Transfer removes that expenditure from the incorrect account and places it in the correct one.

EXPENDITURE WAS CHARGED HERE:

FUND	MAJOR	SUBCLASS	DESCRIPTION	AMOUNT
			TOTAL	

EXPENDITURE SHOULD HAVE BEEN CHARGED HERE:

FUND	MAJOR	SUBCLASS	DESCRIPTION	AMOUNT
			TOTAL	
Please	notify recini	ent denartmen	t of transfer prior to sub	mission

	Posses Posses
Budget Officer Signature*	Date
Budget Officer Signature*	Date

Return to Controller's Office for Processing

^{*}An authorized Budget Officer signature is required for each budget number listed.