



LOYOLA UNIVERSITY MARYLAND

— 1852 —

REVENUE / EXPENDITURE TRANSFER REQUEST FORM –

This form is utilized if revenue or expenditure activity was not recorded in the correct general ledger account. Please provide the voucher number, cash receipt number or underlying transaction reference number with this request. A MyBudget print out of the account where the initial activity was charged identifying the transaction is suggested to expedite processing; transfer requests related to unposted activity may cause delays in processing.

TRANSACTION WAS CHARGED HERE:

Table with 5 columns: FUND, MAJOR, SUBCLASS, DESCRIPTION / REF#, AMOUNT. Includes a TOTAL row.

Budget Officer Signature*

Date

TRANSACTION SHOULD HAVE BEEN CHARGED HERE:

Table with 5 columns: FUND, MAJOR, SUBCLASS, DESCRIPTION / REF#, AMOUNT. Includes a TOTAL row.

Budget Officer Signature*

Date

Purpose of Transfer:

Empty rectangular box for Purpose of Transfer.

Contact Name (printed)

ext.

*An authorized Budget Officer signature is required for each GL account listed.

Return to Controller’s Office for Processing