



LOYOLA UNIVERSITY MARYLAND

— 1852 —

REVENUE TRANSFER REQUEST -

When revenue receive from a 3rd party (not Loyola) has been posted to a wrong account, a Revenue Transfer removes the income from the incorrect account and places it in the correct one.

REVENUE WAS DEPOSITED HERE:

FUND	MAJOR	SUBCLASS	DESCRIPTION	AMOUNT
			TOTAL	

REVENUE SHOULD HAVE BEEN DEPOSITED HERE:

FUND	MAJOR	SUBCLASS	DESCRIPTION	AMOUNT
			TOTAL	

Please notify recipient department of transfer prior to submission

Budget Officer Signature*

Date

Budget Officer Signature*

Date

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

Return to Controller's Office for Processing

4501 NORTH CHARLES STREET, BALTIMORE, MARYLAND 21210

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