



Expenditure/Revenue Transfer Request Form –

Transaction was charged here:											
Expense Report #	Supplier Invoice #	Payroll Activity (dates)	Fund	Program	Cost Center	Activity	Ledger (#)	Spend/Revenue Category	Gift, Grant or Project ID (if applicable)	Employee ID (if applicable)	Amount
											Total

Transaction should have been charged here:											
Expense Report #	Supplier Invoice #	Payroll Activity (dates)	Fund	Program	Cost Center	Activity	Ledger (#)	Spend/Revenue Category	Gift, Grant or Project ID (if applicable)	Employee ID (if applicable)	Amount
											Total

Justification for Transfer:

Department Chair Signature

Print Department Chair Name

Date

Controller Approval

Journal Reference

Date

Return to the Controller's Office for Processing (controller@loyola.edu)