

Transfer of Expense (Non Payroll)

FOR LOCAL USE ONLY

Unit:

JOURNAL TYPE: _____

Home Dept: Central Business Operations

DOCUMENT NUMBER
J _____



TRAN DATE	DOC TOTAL	PREPARER (Print out and complete form)	Phone

Moving the expense to.Moving an expense from

SEQ	C	FUND	ORGN	ACCT	PROG	ACTIV	Debit	Credit	DESCRIPTION (35 CHARACTERS)	DOC REF
1	X									
2	X									
3	X									
4	X									
5	X									
6	X									
7	X									
8	X									
9	X									
10	X									
11	X									
12	X									
13	X									
14	X									
15	X									
16	X									
17	X									
18	X									

<i>THIS IS A PUBLIC TEMPLATE: SAVE TO YOUR SYSTEM BEFORE TYPING</i>	Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected.
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APPROVAL	EXPLANATION
APPROVAL	