Transfer of Expense (Non Payroll) FOR LOCAL USE ONLY

Unit:		

JOURNAL TYPE:____

Home Dept: Central Business Operations	
DOCUMENT NUMBER	



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

SEQ C FUND ORGN ACCT PROG ACTIV Debit Credit DESCRIPTION (35 CHARACTERS) DOC RE 1 X											
1	CEO		FUND	ODON	ACCT	DDOC	A CTIV				DOC DEE
2			FUND	ORGIN	ACCI	PROG	ACTIV	Debit	Credit	DESCRIPTION (35 CHARACTERS)	DOC REF
3	•										
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 Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected. No be moved are reflected.											
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 Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected.											
7 X 8 X 9 X 10 X 11 X 12 X 13 X 14 X 15 X 16 X 17 X 18 X 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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9 X 10 X 11 X 11 X 12 X 13 X 14 X 15 X 16 X 17 X 18 X THIS IS A PUBLIC TEMPLATE: SAVE TO YOUR SYSTEM BEFORE TYPING Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected.	7	Х									
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17 X 18 X Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected.	15	Х									
18 X Note to preparer: When submitting doc to CBO, please attach the budget report where the expense(s) to be moved are reflected.	16	Х									
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THIS IS A PUBLIC TEMPLATE: SAVE TO YOUR SYSTEM BEFORE TYPING please attach the budget report where the expense(s) to be moved are reflected.	18	Х									
EXPLANATION	THIS IS A PUBLIC TEMPLATE: SAVE TO YOUR SYSTEM BEFORE TYPING					please attach the budget report where the expense(s)					
APPROVAL	APPROVAL										
APPROVAL	APPROVAL										