

**Coe College
Business Office
Transfer Request Form**

Purpose:

This form is used to: (1) correct or reclass expenses which have been posted to an incorrect number, (2) correct or reclass income/deposits which have been posted to an incorrect account number, (3) transfer money between two accounts or two different funds such as restricted/operating

Date of Request: _____ **Requested By:** _____

EXPENSE:

<u>Account # Originally Charged</u>	<u>Account # to be Charged</u>	<u>Amount</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INCOME:

<u>Account # Originally Deposited</u>	<u>Account # to be Deposited</u>	<u>Amount</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRANSFER:

<u>Move funds from Account #</u>	<u>Move funds to Account #</u>	<u>Amount</u>	<u>Description</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please email completed form to Linh Nguyen (l.nguyen@coe.edu) in the Business Office.

Business Office Use Only:	Posted By: _____	Date: _____
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