

**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 (lnghuyen@coe.edu) in the Business Office.**

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