

# DEPARTMENTAL OTHER TRANSACTIONS FORM



- (1) All budget transfers must be signed by the VP of your division.
- (2) Any changes made by authorized signers must be initialed.
- (3) Use this form for any departmental requests not on a requisition or a campus leave.

Department \_\_\_\_\_ Sponsored Program \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Journal Entry: Interdepartmental services – Services provided to other departments

\_\_\_\_ Budget Transfer: Transfer funds from one budget to another

\_\_\_\_ Interdepartmental Charges: (✓ one) \_\_\_\_ Transportation \_\_\_\_ Media Center \_\_\_\_ Copy Center \_\_\_\_ Computer Center

\_\_\_\_ Petty Cash **\$100.00 limit**

\_\_\_\_ Other \_\_\_\_\_

**FROM Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**TO Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**FROM Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**TO Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**FROM Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**TO Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Petty Cash Requested**

**Petty Cash Account #** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Description/Reason for budget transfer or petty cash** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
 (Including Project Director)

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Director of Sponsored Programs (if necessary)

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_  
 Division VP

Controller: \_\_\_\_\_ VP Finance (over \$5,000) \_\_\_\_\_

President (Over \$10,000) \_\_\_\_\_

**For Accounting Use Only**

\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_ ◆ \_\_\_\_\_ Returned for additional data Date \_\_\_\_\_

☆☆☆ MAKE ADDITIONAL COPIES FOR YOUR RECORDS AFTER RECEIVING AUTHORIZED SIGNATURES. ☆☆☆