

Youngstown State University Transfer Request

Date:

FY: 2008

DOC.#: J

DOC. TOTAL: \$

To/From <small>T or F</small>	FUND <small>(6 digits)</small>	ORGN <small>(6 digits)</small>	ACCOUNT <small>(6 digits)</small>	PROGRAM <small>(2 digits)</small>	AMOUNT <small>(whole dollars)</small>
Example F	9 9 9 9 9 9	9 9 9 9 9 9	9 9 9 9 9 9	9 9	\$ 9,999
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	\$ <input style="width: 60px; height: 25px;" type="text"/>

Reason:

*Processing use only
by:*

Date entered:

Approved by:

(Financial Manager *Signature*)

(Financial Manager *Print name here*)

INSTRUCTIONS

1. All transfers must be in whole dollar amounts.
2. "Reason" for transfer should be as detailed as possible.
3. Include related documentation if appropriate (i.e. - travel voucher number, purchase order number).
4. Signature Authority should sign on "Approved by" line and send form to Budget Office.

