Florida Atlantic University
Controller's Office
Expenditure Transfer Form (JE16)

CHARGE THE FOLLOWING:
(Move Expenditure to)

INDEX	FUND	ORG	ACCT	PROG	AMOUNT	ORIG DOC# (*)	D / C
							D
							D
							D
							D
							D
							D
							D
							D
							D
							D

REMOVE CHARGES FROM:
(Post Revenue to)

INDEX	FUND	ORG	ACCT	PROG	AMOUNT	D / C
						C
						C
						C
						C
						C
						C
						C
						C
						C
						C

PURPOSE OF TRANSFER (Expense Reimbursement or Charge for Services Rendered):

AUTHORIZED SIGNATURE:

AUTHORIZED SIGNATURE:

FOR CONTROLLER'S OFFICE USE ONLY:

ET #	DATE INPUT	INITIALS

(*) If moving an expenditure, please provide us with the original document number. Not required when charging another department for services.

Reset Form