

EASTERN MICHIGAN UNIVERSITY

Inter-Department Expense Transfer

Please fill out ALL information and forward to General Accounting, 212 Hover.

Department that is funding (paying for) a project:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	9550
Program Code:	
Activity Code:	
Location Code:	
Dollar Amount:	

Contact:	
Phone:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	

Department that is spending money to complete a project:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	9560
Program Code:	
Activity Code:	
Location Code:	
Dollar Amount:	
Transaction Date:	
Contact:	
Phone:	
Date (mm/dd/yyyy):	

Student Organizations (X Funds) require two authorized signatures.

Reason for Funds Transfer:

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Reference Numbers:

Other (Specify):	
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Please note: Fund Transfers are done between fund groups. Examples include Designated fund to General fund or Auxiliary fund to plant fund. For assistance please contact General Accounting.

General Accounting
212 Hover Building
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