

|  |
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|  |

 Date:

To: Lizette Silva

From:

Subject: Expense Transfer Request

Please transfer/reallocate **$** expenseas follows:

**FROM TO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Speed Type |  |  | Speed Type |  |
| Fund |  |  | Fund |  |
| Account |  |  | Account |  |
| Dept. ID |  |  | Dept. ID |  |
| Program |  |  | Program |  |
| Project |  |  | Project |  |

Please transfer/reallocate **$** expenseas follows

**FROM TO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Speed Type |  |  | Speed Type |  |
| Fund |  |  | Fund |  |
| Account |  |  | Account |  |
| Dept. ID |  |  | Dept. ID |  |
| Program |  |  | Program |  |
| *Project* |  |  | *Project* |  |

**Justification for this request is required. Please indicate why the expense(s) was/were charged to the original account in the box below. This request will be returned and not processed if justification is not provided below.**

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**An up to date Detailed Transaction Report indicating the expenses to be moved or reallocated must be attached**.

**I approve this request and confirm it is consistent with the scope and objectives of the Department to be charged, and that the accounts will now reflect an appropriate allocation of expenditures:**

**Department Head Signature****:**

**Department Head Name Printed:**