



REQUEST FOR FUNDS TRANSFER

To Controller's Office Accountant: _____ Date: _____

From: _____ Department: _____ UMC: _____ Phone: _____

Rule Codes: Journal Entry FT01 _____

Transaction Date: _____ (month you want Funds Transfer processed)

Controller's Office Approval: _____

FROM				DESCRIPTION	AMOUNT	TO			
DR. INDEX	DR. ACCT.	DR. FUND	DR. ORG.			CR. INDEX	CR. ACCT	CR. FUND	CR. ORG.

Note:

The account code needed for a funds transfer begins with an 87. If you have questions on the correct account code to use, call your accountant.

Explanation for Funds Transfer Correction:

I certify the changes indicated are correct and funds are available for transfer:

Project Leader: _____

Department Head or Director: _____