Expense Transfer Form

Purpose:

Use when transfer of expenses (purchases) between FOAPs is necessary. Use only if a restricted FOAP is involved.

Downloading the form:

1. The Adobe Acrobat Reader must be used to view and/or print this form. If you have Adobe Acrobat Reader installed, you may view and/or print the file by clicking HERE.
2. To download the Reader, click here:

Routing the form:

1. The form is "from" the PI/Director.

2. The "correct FOAP" is the FOAP in which you want the expense transferred to. Be sure to include the specific (not the pool) account code the expense was charged to.

3. The "FOAP Originally Charged" is the FOAP in which the expense was originally charged. Either a copy of the Eprint report or a print out of FRIGTRD from Banner showing the original expense must be attached to the form. Highlight the expense you are requesting to be transferred.

4. The payment date is noted by a field code of YTD. We cannot transfer encumbrances or reservations, which are noted by ENC or RSV.

5. The document number is listed under the "Document" column of FRIGTRD.

6. If the transfer is for a P-card, T-card, or Ghost card purchase, input the owner of the card.

7. The original amount should always be listed. However, if you do not want to transfer the full amount, please list the amount you are requesting to be transferred and note it as such.

8. Provide a detailed justification for the purpose of the transfer.

9. The PI/Director, Chair, and Dean of your department should sign and date. Electronic signatures/e-mail approvals are acceptable for this form.

10. Forward to Sponsored Programs Accounting for posting.

Should you have any questions regarding this form, please call 972-2400.   Updated 10/02/2017