



EXPENSE/COST TRANSFER REQUEST FORM

Full FOAPAs must be included in the form (both from and to)

Controller's Office
controllersoffice@sjf.edu
(585) 899-3712

The purpose of this form is to request a transfer of an expense/cost (ie, invoice, credit card charge, etc) to a different FOAPA.

If amount differs from invoice total, please include explanation/calculation of how arrived at portion being moved in the explanation section.

Include invoice # or month of charge

EXPENSE/COST TRANSFER "FROM" BANNER FOAPA (CR)					EXPENSE/COST TRANSFER "TO" BANNER FOAPA (DR)					AMOUNT OF COST/EXPENSE TRANSFER	INVOICE NUMBER OR CREDIT CARD MONTH
<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Prog</u>	<u>Activity (if applicable)</u>	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Prog</u>	<u>Activity (if applicable)</u>		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

EXPLANATION FOR COST/EXPENSE TRANSFER(S):

You must include an explanation as to why the expense is being moved, ie - incorrect FOAP, etc. Please include as much detail as possible.

REQUESTOR NAME: Your name here

BUDGET MANAGER NAME: Budget managers name if not requestor

BUDGET MANAGER SIGNATURE: Budget manager's signature

****PLEASE INCLUDE A COPY OF THE INVOICE OR RECEIPT AS BACKUP**

DATE: _____

Department receiving the cost/expense. Required when transferring to a different department (org).

RECEIVER NAME: _____
Print

RECEIVER SIGNATURE: _____ DATE: _____

If expense is \$5,000 or over - MUST have VP(s) or Dean's Approval

From VP/Dean: NAME: _____
Print

To VP/Dean (if different Division): NAME: _____
Print

SIGNATURE: _____ SIGNATURE: _____

Controller's Office ONLY

Received by: _____
Date: _____

Controller's Approval (if applicable): _____

Date Processed: _____

Journal Entry #: _____

Updated 5/14/2024 MAL

If the org/department receiving the expense is under a different Budget Manager, their signature must be obtained as well.

The Controller's Office can assist if you do not know the receiver's budget manager.

If the amount is greater than \$5,000, the dean or VP of the orgs/departments must approve as well.

Once completed please send to the Controller's Office at controllersoffice@sjf.edu along with all necessary documentation.

A confirmation will be sent to you upon completion.