**DEPARTMENTAL ‘OTHER TRANSACTIONS’ FORM**

(1) All budget transfers must be signed by VP of Finance. (2) Any changes made by authorized signers must be initialed. (3) Use this form for any departmental requests not on a requisition or a campus leave**. (4) This form is NOT to be used to transfer money from one fund to another fund (e.g. an 02 to an 01, etc. AND use a Requisition for Check), or for transactions with Sodexho. (For Sodexho, use Requisition for Purchase [PO]).**

Department Sponsored Program Date\_

|  |  |  |
| --- | --- | --- |
| □ | Journal Entry | Inter Department services- services provided to other |
| □ | Budget Transfer | Transfer funds from one budget to another |
| □ | Inter Department Charges | Check one: ⁭ Copy Center OR ⁭ Computer Center |
| □ | Payroll Compensation | Extra pay to OC employee-exclude personnel requisition |
| □ | Petty Cash | $50.00 limit |
| □ | Other |  |

From Acct #\_

Amount

To Acct. # Amount

From Acct #\_

Amount

To Acct. # Amount

From Acct #\_

Amount

To Acct. # Amount

***Petty Cash or Payroll Compensation*** - Acct. # Amount

Description/Reason for request/**Name & SSN** (if applicable)

Requested by

(Including Project Director)

\_Date

Signature \_Date Department Head

Signature \_Date Director of Sponsored Program

Authorized by \_Date Division VP

Controller VP Finance (over $5,000)

President (over $10,000)

***For Accounting Office Use Only***

D Completed Date D Returned for additional data Date