

Marywood University
Fiscal Services, LAC Room 70
Expense Transfer Request

Authorized by (Requesting Dept):

Date:

Approved by(Receiving Dept):

Date:

FROM - where the expense originally hit

<i>Account Number xx.xx.xxxxxx.xxxxx.xx</i>	<i>Project ID</i> <small>N/A if not applicable</small>	<i>Amount</i>

_____ :amount to transfer

TO - where the expense should hit

<i>Account Number xx.xx.xxxxxx.xxxxx.xx</i>	<i>Project ID</i> <small>N/A if not applicable</small>	<i>Explanation</i>

NOTE: ALL relevant supporting documentation must be attached.
If the Department receiving this transfer is **NOT** under your authority, the receiving Budget Manager **MUST** approve this transfer.

Please send Expense Transfer Requests to Fiscal Services, LAC Room 70 or, Email to: accountspayable@maryu.marywood.edu
Thank you.