

Entry Number \_\_\_\_\_  
 Transaction Date \_\_\_\_\_  
 (Assigned by Accounting)

**EXPENDITURE TRANSFER**  
 (to move expenditures charged to an incorrect account)

General Ledger Account Number	Account Description	Increases expense Debit	Decreases expense Credit
		.	.
		.	.
		.	.
		.	.
		.	.
		.	.
		.	.

**Explanation**

**Approvals**

Requesting Dept:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dept. Name/Phone #

\_\_\_\_\_  
Date

Counter Approval:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dept. Name/Phone #

\_\_\_\_\_  
Date

Controller:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date