

BOC K Use: Doc # \_\_\_\_\_

This is to request the transfer of salary expense(s) to a different account than what is currently recorded in the general ledger. Payroll Distribution Report (FIS 339) is to be included with this request.

County \_\_\_\_\_

Prepared By \_\_\_\_\_

**Employee Name** \_\_\_\_\_

Pay Period End Date	FROM			TO		
	Acct #	Original Gross Earnings Amt	Original Benefits Amt	Acct #	Transferred Gross Earnings Amt	Transferred Benefits Amt
Total						

**Responses to all three questions below are required for approval of this salary expense transfer request.**

Total Transfer =

1. Why was the expense not originally charged to the proposed account? Explain how the employee's work benefited the project now being charged.

2. Is this request within 120 days from when the original expense posted to the general ledger?

Yes

No

If not, fully explain the events that led up to this late adjustment. (Expense transfers funded by federal or federal flow-through accounts cannot be approved after 120 days from when posted on the ledger)

3. Describe steps being taken to prevent this type of transfer in the future.

Approval Signatures:

PI for account Credited: \_\_\_\_\_  
Date

PI for account Debited: \_\_\_\_\_  
Date

County Director: \_\_\_\_\_  
Date