

BOC K Use: Doc # _____

This is to request a transfer of non-payroll expenses for one or more of the following reasons. Check all that apply.

- To correct an erroneous recording.
- To record a change in the original decisions made as to the use of goods or services.
- To redistribute certain high-volume, low-value charges that may be shared among several projects.

County _____

Prepared by _____

FROM								TO				
UC Ledger Month/ Year	Acct #	Sub Account (optional)	Object Code	Project Code (optional)	Description	DaFIS Doc #	Total Document Amount	Acct #	Sub Account (optional)	Object Code	Project Code (optional)	Amount to Transfer

Total Transfer =

Responses to all three questions below are required for approval of this cost transfer request.

1) Why was the expense not originally charged to the proposed account?

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)

County Director: _____
(Date)

PI for account Debited: _____
(Date)