

Expenditure Transfer Request

An expenditure transfer may be requested if a transaction has been recorded in the wrong Chartfields or when a department is sharing the cost of something. In order to process an expenditure transfer, a request form is required. Please locate the Excel spreadsheet on <http://www.afd.calpoly.edu/FiscalServices/Forms/forms.asp>

The expenditure transfer request must include a debit (charge) and a credit expense amount, (preceded by a minus sign) netting to zero.

➤ **SAVE THE TEMPLATE AS A MICROSOFT EXCEL SPREADSHEET**
Save as type must be: Microsoft Excel Workbook (.xls)

➤ In the top portion of the form, fill in the following sections-

Request Criteria				Orig Dept: BABS		.CC: Joann Trew	
Date	Reference #	Journal Class	Original Journal ID	Prepared By:	Carolyn Kidd	Via:	Debbie Brothwell
8/22/2004				Description:	Splitting the cost on Thermo Electron Corp. Vchr 00098627 with Foundation		

- **Date:** Current date
- **Orig Dept:** Department of person submitting the request
- **CC:** Include any staff member in department affected by entry
- **Prepared By:** Your name
- **Description:** The description should be a specific summary of the type of expense that is being transferred, any identifying journal, purchase order number, etc. associated with each expense amount. Additionally, include the reason for this transfer. This request should be submitted by the department that is being charged for the expense(s).
- Verify that the expenditure transfer request nets to zero. It must include a debit (charge) and a credit expense (preceded by a minus sign.)

Each field that is associated with the transfer of the expense must be populated.

Account	Fund	Deptid	Program	Project	Class	Line Desc	ACCOUNTING USE ONLY	Amount
619001	BD204	CAPOLY	R1000	Z57641		Trf Vch 98627 Thermo Elec		-450.00
619001	AD204	111300			CU001	Trf Vch 98627 Thermo to Z57641		450.00

The Account will begin with a 6XXXXXX expense number.

The Fund and the DeptID must be populated.

Program, Project and Class are optional, unless the entry includes Reimbursed Activities and Auxiliaries (ex: Foundation and ASI)-in this case, the Program and Project must be used to complete the entry.

➤ Send the completed expenditure transfer request form as an attachment via email to: expendituretransfer@calpoly.edu