Transfer Payroll Expenditures - Request Form

Fill in all sections except where noted:

ATTN: Finance Office

Print Requestor's Name Extension

Administrator’s Authorizing Signature

Print Authorizing Name Here

Date Submitted

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Number</th>
<th>Payroll Period Ex: 97-24</th>
<th>Payroll Dates Ex: 11/2 - 11/15/97</th>
<th>TO Account Key and Object Code DEBIT</th>
<th>FROM CREDIT</th>
<th>Employee Dollars To Transfer</th>
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Please Print

(One Form Per Employee)

For Finance Office Use Only:

Accountants Approval: Date:

Employee’s Authorizing Signature

Supervisor’s Signature (ONLY in Employee's Absence)

Last Updated: 4/27/2015

All Payroll Transfer requests must be received two days before the end of the pay period. (PPE 12/13/97 Request due 12/11/97)

Please transfer salary expenditures as explained below.

(Attach proper documentation ie: BSR, Salary detail, etc...)