TRANSFER EXPENDITURES REQUEST FORM (NON-PAYROLL)

I. PURPOSE

- Correcting expenditures which were mistakenly charged to the wrong account.
- Allocating costs from one cost center to another. Ex. 1) UCAR sponsored seminar expenses needs to be paid for by all participants. Ex. 2) Maintenance and service agreements where costs should be shared among many accounts.
- High volume chargeback items will not be entered individually on a journal entry form, but should have a cover sheet that will show gross debits and credits. For example, copy center, postage, and design and fabrication will hit many debits but one credit. The totals should be entered on this form.

II. FILLING OUT THE FORM

1. Enter the account key, object code, and the amount in the TO/DEBIT column for the account that is being charged or increasing its expenditures. Enter the account key, object code, and the amount in the FROM/CREDIT column for the account that is getting reimbursed or decreasing its expenditures. The totals of the two columns should be equal. Only enter one (1) account key and object code per line. In addition, the object codes should be the same, unless the original entry coded the item incorrectly.
2. PEID= Enter the vendor or employee ID number.
3. Reference= enter the purchase order number, TE#, TV#, S#, Batch # or JE# that is shown on the account key expenditure detail report. It is important to note that if the purchase order is still open, before making a transfer to the new account, the PO must be encumbered under that new account key - unless the PO is fully paid or closed. To encumber a PO under the new account key, you must go through purchasing. You can determine the status of a PO by typing APENIQ at the main bi-tech menu, then running a use file “use enbypo2” to see the PO status. If you do not have access to these processes, please contact your accountant in finance.
4. Check #= Enter the check number that is listed on the account key expenditure detail report.
5. A brief but accurate description should be used here to capture the essence of the transaction. The more meaningful the description, the easier it will be to track transaction without pulling the original JE form. Please note that it is usually not acceptable in a funding agency's viewpoint to be transferring expenditures simply because of lack of funds.

III. AUTHORIZATION / SIGNATURES

- Authorizing signature must be from someone who has signature authority on the programs being charged. This could be more than one person. Reference the signature authority system or report. You may refer to the system information by typing DU and then SA at the main bi-tech menu and then follow instructions.

IV. DOCUMENTATION

- For the transfer of expenditures, certain system use files contain all the information you will usually need. We suggest attaching an “account key expenditure detail” report. You may print out this report by typing at the main menu "Use txnobj". This report should give you all the information you need to fill out the transfer expenditure request form. It should also be a current copy made within the same week of the transfer as the data in the system is not static. If you know the PO and not the account key, you may print out a purchase order expenditure detail using "use txnpo".
- For an allocation or reimbursement, a memo or other document explaining why this transfer is being made must be included.
- Any forms received without adequate documentation will be returned to the requestor for completion.