FUND TRANSFER ORDER

PLEASE CHECK THE APPROPIATE BOX

	OT ⟶ OT		TA ⟷ TE
	TA ⟶ TA		TA ⟶ A
	TE ⟶ TE		TE ⟶ A
	OT ⟷ A, TA, or TE	=	Check Requisition form

Date:_____   Doc#_____

TRANSFER FROM:

Account Code:_____

Activity Name:_____

Amount: $_____

TRANSFER TO:

Account Code:_____

Activity Name:_____

REASON:

_____

_____

_____

SIGNATURES:

Requisitioner/Faculty Advisor:_____

Principal/Department Head:_____

OT Accounts Only: Student Treasurer: _____

***************************FOR BUSINESS DEPARTMENT ONLY***************************

Date Transferred_____ Enter By _____ AJE#_____

3/28/23