

BUSINESS OFFICE TRANSFER/CORRECTION FORM

In order to expedite transfers/charges to the correct accounts please complete the following form. Include the Orgn-Acct # as needed. Please indicate the Invoice # or Journal Voucher # for transaction corrections.

E-mail it to Patrick Arcinas at <mailto:arcinasp@reed.edu>

Date _____

Department _____

Person Authorizing Transfer _____ Extension _____

Please indicate type of transfer: (Put an X in the appropriate box)

<input type="checkbox"/>	Budget Transfer (please round to the nearest whole dollar)
<input type="checkbox"/>	Transaction Correction
<input type="checkbox"/>	Transfer of Funds

AMOUNT	FROM- Current ORGN/ACCT	TO- ORGN/ACCT to transfer to	Invoice # or Journal Voucher # of original entry

Reason:

Thank you for your cooperation in this matter. Call Patrick at Ext. 7588 with any questions. Please return to Patrick Arcinas or email to him at arcinasp@reed.edu.