

Expense Move Request Form

Please use this form to request **corrections** to be made for expenses that have posted in Banner.

Transfer Expense To:				Transfer Expense From:				Total Transfer
Index Number	Account Number	Activity Code		Index Number	Account Number	Activity Code	Document Number	Amount of Transfer
1								
Description and reason for expense move:								
2								
Description and reason for expense move:								
3								
Description and reason for expense move:								
4								
Description and reason for expense move:								
5								
Description and reason for expense move:								
6								
Description and reason for expense move:								
7								
Description and reason for expense move:								
8								
Description and reason for expense move:								
9								
Description and reason for expense move:								
10								
Description and reason for expense move:								
Total Amount to be Transferred:								\$ -

Submitted by:

Phone Number: