

**Purpose of this form:** To record transactions that need allocated between the US Ledger and the International Ledgers (Qatar - Entities 68 & 73) & (Australia - Entity 70), that can NOT be processed through an Accounts Payable Redistribution of Feeder System Process.

**Section A: To Be Completed by Requestor**

**Transaction Information**

Organization Name and Description: \_\_\_\_\_

**Accounting Information:** Please complete table or attach spreadsheet with the accounting information.

**Debit - Distribution Information**

Transaction Currency: \_\_\_\_\_

GL Amount	Object Code	Funding	Function	Activity	Organization	Entity	Transaction Description

GM Amount	Project	Task	Award	Expenditure Type (Text)	Organization (Text)

**Credit - Distribution Information**

GL Amount	Object Code	Funding	Function	Activity	Organization	Entity	Transaction Description

GM Amount	Project	Task	Award	Expenditure Type (Text)	Organization (Text)

**Business Purpose**

Justification:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Initiating Department Information**

Organization Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Preparer Name \_\_\_\_\_ Email \_\_\_\_\_  
 Preparer Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form and supporting documentation to International Finance at [InterCompanyForm@andrew.cmu.edu](mailto:InterCompanyForm@andrew.cmu.edu)

**Section B: To Be Completed by International Finance**

**Debit - InterCompany Asset**

GL Amount	Object Code	Funding	Function	Activity	Organization	Entity	Transaction Description

**Credit - InterCompany Asset**

GL Amount	Object Code	Funding	Function	Activity	Organization	Entity	Transaction Description

**Approval (International Finance)**

\_\_\_\_\_  
International Finance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval (Grants or GM Related Transaction Only)**

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsored Projects Accounting (SPA)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPA Director/Controller

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date