Carnegie Mellon University
Office of Student Leadership, Involvement, & Civic Engagement

Journal Entry Transfer Request 2021-2022

- Please submit this form to request an electronic transfer of funds from your Organization account to another University account.

1. ORGANIZATION REQUESTING TRANSFER

Organization to be charged: _____ **Account Type:** ❒ORG

Oracle String to be charged (to be completed by SLICE) : _____

Line item in JFC Budget: _____

Approver's name: _____ **Andrew ID:** _____

Authorized Signer

***Approver's signature*:** _____ **Date:** _____

Amount to be transferred: $ _____

Reason for transfer (please provide who, what, when, where & business purpose): _____

2. ORGANIZATION/DEPARTMENT RECEIVING TRANSFER

Organization/Account Name: _____

Contact name: _____ **Email|Phone:** _____

Oracle String #: | | | | | | | | | | | | | | | | | | | | | | | | | |

(Oracle strings will not be needed for accounts in SLICE)