Journal Entry Transfer Request 2022-2023

- 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: _____   *Authorized Signer*   **Andrew ID:** _____

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)