

**PAYROLL EXPENSE TRANSFER**  
 Forward to Financial Accounting Services, Box 4080

Date: \_\_\_\_\_ Pay Period(s) for Transfer \_\_\_\_\_ thru \_\_\_\_\_

To: \_\_\_\_\_ Box Number \_\_\_\_\_

From: \_\_\_\_\_ Phone Number \_\_\_\_\_

	AGENCY/ORG	OBJ/SOBJ (ERE Obj=7260.10)	AREA/ORG Name	Amount	Employee ID (NOT SSN)
<b>I. DEBIT</b>	<i>The AREA/ORGNS expenses will be transferred TO (CHARGED)</i>				
Line 1	_____	_____	_____	_____	_____
Line 2	_____	_____	_____	_____	_____
Line 3	_____	_____	_____	_____	_____
Line 4	_____	_____	_____	_____	_____
Line 5	_____	_____	_____	_____	_____
Line 6	_____	_____	_____	_____	_____

ORG Manager Signature \_\_\_\_\_ Total \_\_\_\_\_

<b>II. CREDIT</b>	<i>The AREA/ORGNS expenses will be transferred FROM (CREDITED):</i>				
Line 1	_____	_____	_____	_____	_____
Line 2	_____	_____	_____	_____	_____
Line 3	_____	_____	_____	_____	_____
Line 4	_____	_____	_____	_____	_____
Line 5	_____	_____	_____	_____	_____
Line 6	_____	_____	_____	_____	_____

ORG Manager Signature \_\_\_\_\_ Total \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
 \_\_\_\_\_