

University of Waterloo - Finance
Restricted Fund Salary Expense Transfer Request

Expenses should be charged to the correct account at source. However, expenses may need to be transferred in order to meet external reporting requirements, if they meet certain criteria. Guidelines and procedures can be found at the following link: <http://www.adm.uwaterloo.ca/infopin/Policy/Internal Adjustments to Restricted Fund Accounts.html>.

Reason for transfer:

Incorrect account number assigned by originator	Ineligible expense
Effective date of award back-dated	Data input error
Other _____	

Please identify the original expenditure in the General Ledger (GL) as follows:

Attach copies of FORE reports #HR0007 or FORE salary drilldown report to support the above request.

GL period(s) transaction posted to: _____

Name of employee(s) to be transferred: _____

Original salary/benefit account number(s) charged: Amount

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Correct salary/benefit account number(s) to be charged: Amount

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Approvals:

Account Authorization: _____

Date: _____ Name (Please print): _____

Faculty Financial Officer/Executive Assistant Approval:

Please send completed form with supporting documentation to the Payroll Manager, Human Resources, GSC.