University of Waterloo - Finance

Restricted Fund Non-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/infofin/Policy/Internal Adjustments to Restricted Fund Accounts.html.

Reason for transfer:

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

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

Attach copies of FORE reports #OGF172, #OGF150 or #OGF152 to support the above request.

GL period(s) transaction posted to: _____

Description of item, include PO # or Invoice #, if applicable: _____

_____

Original account number(s) charged: Amount

|_|_|_|_| - |_|_|_| - |_|_|_| - |_|_|_|_| - |_|_|_|_|_|_| - |_|_|_|_| - |_|_|_|_| - |_|_|_| _____

|_|_|_|_| - |_|_|_| - |_|_|_| - |_|_|_|_| - |_|_|_|_|_|_| - |_|_|_|_| - |_|_|_|_| - |_|_|_| _____

|_|_|_|_| - |_|_|_| - |_|_|_| - |_|_|_|_| - |_|_|_|_|_|_| - |_|_|_|_| - |_|_|_|_| - |_|_|_| _____

Correct account number(s) to be charged: Amount

|_|_|_|_| - |_|_|_| - |_|_|_| - |_|_|_|_| - |_|_|_|_|_|_| - |_|_|_|_| - |_|_|_|_| - |_|_|_| _____

|_|_|_|_| - |_|_|_| - |_|_|_| - |_|_|_|_| - |_|_|_|_|_|_| - |_|_|_|_| - |_|_|_|_| - |_|_|_| _____

Approvals:

Account Authorization: _____

Date: _____ Name (Please print): _____

Faculty Financial Officer/Executive Assistant Approval:

_____

Please send completed form with supporting documentation to Budget and Client Services, Finance, ECH