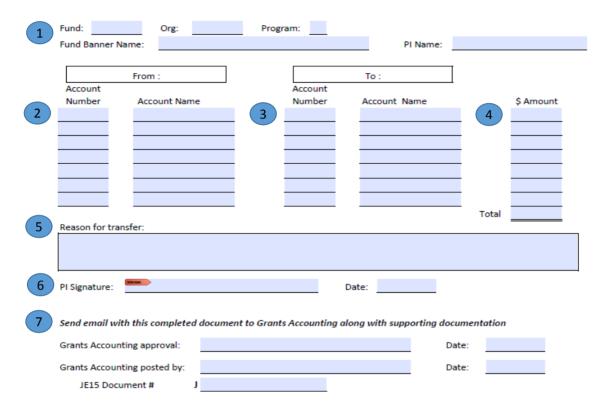


Instructions

Grant Expense Transfer Form (within fund)



- Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI)/Financial Manager for the grant that you are processing an expense transfer for. This information can be found on the Grant Profile Sheet in the "New Grant" email you received from Theresa Orwell regarding the initial setup of the grant.
- 2. Enter the account number and the account name that you are transferring the expense From.
- 3. Enter the account number and the account name that you are transferring the expense To.
- Enter the amount. If your transfer contains multiple accounts in the "From" or "To" column, please enter the amounts on the respective lines. (See example 2).
- 5. Please explain the reason for your transfer.
- 6. Please sign and date.
- Attach supporting documentation.
- Send the completed, signed form and support to Grants Accounting via email at grantsacct@ysu.edu

Contact Grants Accounting for any questions you may have regarding the above form/instructions.

Example 1 - "From" & "To" Account

Grant Expense Transfer Form (within fund)

Fund: 21	1123		Org:	14	11123		Pr	ogra	am:	22									
Fund Bann	sfer	fer Example PI/Financial Mar					nager Name: G. Accounting												
From :							To:												
Account							Account												
Number		Account Name					Nu			Number A			Account Name				\$ Amount		
701115		Chemical Supplies				7			701	701105			Office Supplies					\$500.0	D
												1							
												1							
						-													
						-													
												_				١.		0500.00	
Reason for transfer:																			
Expense was incorrectly charged to 701115. Staples invoice invoice #105 should be charged to																			
account 701105 (see attached invoice).																			
_																			
PI/Financia									Date:										
Send email with this completed document to Grants Accounting along with supporting documentation																			
Grants Acc										Dat	۵.								
		9 abbi													200				
Grants Accounting posted by:															Dat	e:			
JE15 D	ocum)	ent#		J															

Example 2 - Multiple "From" & "To" Accounts

Grant Expense Transfer Form (within fund)

Fund:	211123		Org:	14	1123	Prog	gram:	22							
Fund Banner Name: YSU Grant Transfe					er Example PI/Financial Ma					er Name:	G. Acc	countin	g		
								To:							
Accou	ınt						Account								
Numb	ber	me			Num			Account Na	ame			\$ Amount			
701115	115 Chemical Supplies													\$500.00	
							7011	105		Office Supp	olies			\$200.00	
							7011	110		Instructiona	al Supplies			\$300.00	
									_			_	Total	\$1,000.00	
Reason for transfer:													:		
Expe	Expense was incorrectly charged to 701115. Barnes & Noble invoice invoice #102 should be allocated													ed	
to accounts 701105 & 701110 as shown above (see attached invoice).															
, , , , , , , , , , , , , , , , , , , ,															
PI/Financial Manager Signature:															
Tyrmancal manager organicale.															
Send email with this completed document to Grants Accounting along with supporting documentation															
Grants	Accountin	g anni	roval:								D	ate:			
Ordino	Accountin	g app	ovai.	-								ucc.			
Grants Accounting posted by:										D	ate:				
JE	15 Docum	ent#		J											