

# Fund Transfer or Account Correction Request

Today's Date

Transfer

Correction

Requested by:

Authorized by:

Amt to Charge  
or Credit

Original Trans  
Date

Reference # & Vendor Name or Description

Support Provided? ex: WebAdvisor printout,  
invoice copy

YES

NO

Reason for Request

12 Digit Account Number to Charge

Account Name

12 Digit Account Number to Credit

Account Name

Forward form to appropriate signers on account to be charged, then route via email or campus mail to Accounting A512. Your request will be processed by A/P or Accounting Coordinator, who will contact you if there are questions.