

Worktag Transfer Request Form

(Upon completion, email to Accounting@madisoncollege.edu)

Description of Request	Amount	This form should be used for requests to transfer/ reallocate expense or revenue charges from one worktag to another. Examples would include: Facilities transfers, Athletics transfers, incorrect worktag used on payment, etc. (NOT to be used for transferring of budgets).
Vendor Name:		
Invoice Number or Journal Number:		
NOTE: Supporting documentation (original invoice/proof of payment/etc.) MUST be attached to this request (if applicable).		
TOTAL		\$0.00

<u>Spend/Revenue Category</u>	<u>Acct#</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Program</u>	<u>Location</u>	<u>Grant/Projects/ Student Activity</u>	<u>Amount</u>	This section is for Worktags to be charged (worktag(s) responsible for payment OR a reduction in revenue) and needs manager's signature as approval.
							\$	
							\$	
							\$	
							\$	
							\$	
							\$ 0.00	
Approved By Signature: (Supervisor/Dean) _____ Date _____								

If Acct#	Provide
4xxx	Revenue Category
5xxx	Spend Category
Fund 200	Grant
Fund 300	Project
Fund 700	Student Activity/Club

<u>Spend/Revenue Category</u>	<u>Acct#</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Program</u>	<u>Location</u>	<u>Grant/Projects/ Student Activity</u>	<u>Amount</u>	This section is for Worktag(s) to be credited (worktag(s) no longer responsible for payment OR increase in revenue) and needs manager's signature as approval.
							\$	
							\$	
							\$	
							\$	
							\$	
							\$ 0.00	
Approved By Signature: (Supervisor/Dean) _____ Date _____								

If Acct#	Provide
4xxx	Revenue Category
5xxx	Spend Category
Fund 200	Grant
Fund 300	Project
Fund 700	Student Activity/Club