

Transfer Voucher -Southern Illinois University Edwardsville

Use: To process transactions involving an exchange of goods and/or services or transfer of funds between local accounts residing within the same entity. Entities can be found at <https://www.siu.edu/its/ais/crosswalk.xls>

Access: Access the form via SIUE web site: <http://www.siu.edu/its/ais/> Click on AIS Forms >Transfer Voucher.

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Department Contact Information: Name/Phone/Campus Box/Email

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Disbursing Account: Account from which funds are transferred. Provide Budget Purpose only. Indicate dollar amount of transfer.

<i>Date</i>	Date form is completed.
<i>Fund/Unit/DA1/DA2/Fn/NA/Obj</i>	Leave blank.
<i>Budget Purpose</i>	Budget Purpose from which funds will be transferred.
<i>Budget Purpose Description</i>	Disbursing account's Budget Description.
<i>\$ Amount</i>	Amount of the transfer.
<i>Fiscal Officer Signature</i>	Digital Signature of Fiscal Officer or Delegate.
<i>Date</i>	Date of approval.

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Receiving Account: Account into which funds are transferred. Provide accounting flexfield values for all segments EXCEPT fund, unit, function, natural account and object. Indicate dollar amount of transfer.

<i>Date</i>	Date form is completed.
<i>Fund/Unit/DA1/DA2/Fn/NA/Obj</i>	Leave blank.
<i>Budget Purpose</i>	Budget Purpose to which funds will be transferred.
<i>Budget Purpose Description</i>	Receiving account's Budget Description.
<i>\$ Amount</i>	Amount of the transfer.
<i>Fiscal Officer Signature</i>	Digital Signature of Fiscal Officer or Delegate
<i>Date</i>	Date of approval.
<i>Date of Activity/Service</i>	Date of original transaction/service or exchange of funds.
<i>Description of Transaction</i>	Provide brief reason/description for transfer request.

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Grants Signature Required if grant accounts are involved. A spot for Grants to sign will pop-up when a grant account is entered in the Budget Purpose field.

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Routing: Email this form and backup documentation to adminaccounting@siue.edu
