

SALARY/WAGE TRANSFER REQUEST

A copy of the "Labor Distribution by Fund" report (for each pay period involved) showing the original charges must be attached to this form. Regardless of the funds involved, this form must be sent to Contracts & Grants Accounting, 208 M. White Smith Hall. Also see the note at bottom regarding "Revised Personnel Activity Report."

NOTE: Salaries and Wages over 90 days old cannot be transferred.

Employee Banner ID: _____ Employee Name: _____

Period ID and Payroll #	Position Number	Suf -fix	(FY) Fiscal Year	Expenditure(s) paid "FROM" in error "FROM"				Transferring expenditure(s) "TO" "TO"				Amount to Transfer
				FUND	ORG	ACCT	PROG	FUND	ORG	ACCT	PROG	

1. Time Period Transfer Applies to (MONTH/DAY/YEAR) FROM: _____ TO: _____

2. JUSTIFICATION FOR THE TRANSFER (REQUIRED BY FEDERAL REGULATIONS): Please check the applicable statement, or check "Other" and give the explanation.

Used fund for wrong budget period of a multi-year project.

Used wrong account code, organization code is correct.

Used wrong organization code, fund code is correct.

Other _____

3. Prepared by: _____ DATE: _____
NAME AND PHONE NUMBER

4. Transfer Approved: **(PLEASE PRINT NAME UNDER SIGNATURE)**

Project Director _____ Date _____	Department Head _____ Date _____	Dean _____ Date _____
PRINT NAME	PRINT NAME	PRINT NAME

5. Contracts & Grants Accounting: _____ Date: _____

NOTES: (1) If employee benefits are associated with these salaries or wages, they will be transferred along with the salaries and wages.

(2) The originating department should follow up to see that this transfer(s) is reflected in the accounting reports. If it is not included in the report for the current month or the following month, the department should contact Payroll and Employee Benefits or Contracts & Grants Accounting.

IF A CONTRACT/GRANT OR A FEDERAL APPROPRIATIONS FUND IS LISTED ABOVE AS THE "TO" FUND, PLEASE ATTACH A COMPLETED "REVISED PERSONNEL ACTIVITY REPORT" FOR EACH FUND.