

EASTERN MICHIGAN UNIVERSITY

Grant Expense Transfer

Please fill out ALL information and forward to Grant Accounting, 204 Hover.

This form is only to be used for expense transfers "To" or "From" a grant fund.

Fund that made the original purchase:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	
Program Code:	
Activity Code:	
Location Code:	
Dollar Amount:	

Contact:	
Phone:	
Date (mm/dd/yyyy):	

Fund that will bear the cost:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	
Program Code:	
Activity Code:	
Location Code:	
Dollar Amount:	
Transaction Date:	
Contact:	
Phone:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	

Reason for expense transfer:

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Reference Numbers:

Other (Specify):	
Journal Entry Number:	
Requisition Number:	
PO Number:	

Expense must be posted before it can be transferred.
The expense must show on the statement
before it can be transferred.
Backup for this expense must accompany this form.

Grant Accounting
Hover Building
Phone: 734.487.6679
Fax: 734.480.1043