

EASTERN MICHIGAN UNIVERSITY

Inter-Department Expense Transfer

Please fill out ALL information and email to General Accounting (busfin_generalaccounting@emich.edu).

Department that is funding (paying for) a project:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	9550
Program Code:	97
Activity Code:	
Location Code:	
Dollar Amount:	

Contact Name:	
Contact Email:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	
Auth. Signature:	
Date (mm/dd/yyyy):	

Department that is spending money to complete a project:

Fund/Orgn Name:	
Fund Code:	
Orgn Code:	
Account Code:	9560
Program Code:	97
Activity Code:	
Location Code:	
Dollar Amount:	
Transaction Date:	
Contact Name:	
Contact Email:	
Date (mm/dd/yyyy):	

Reason for Funds Transfer:

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Reference Numbers:

Other (Specify):	
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Please note: Fund transfers are done between fund groups. Examples include: Designated to General fund or Auxiliary to Restricted fund. General fund to General fund transfers are budget transfers. For assistance, please contact General Accounting.

General Accounting
212 Hover Building
Phone: 734.487.1321
busfin_generalaccounting@emich.edu