Georgia Regents University
Cost Transfer for Journal Entries
(IDRS, PCARD, PHONE AP Vouchers)

**Please do not submit form with budgetary accounts(i.e. 600000,700000 etc).

**If the cost transfer is more more than 10 lines , please send an upload spreadsheet to the the FinancialCal@gru.edu

Account	Fund	Department	Program	Class	Project	Journal Date	Voucher # Ref #Jrnl	Line Description	Debit	Credit
714103	10000	30300011	11100	11000		4/19//11	00714567	Research Participate	5.00	
714103	10000	30300010	11100	11000		4/1/11	00714567	Research Participate		5.00
									5.00	5.00

*Please include Budget Transaction Detail with this expense Highlighted.
Justification: How did each item benefit the account, and why is it being transferred after the fact.

The Wrong department was charged in error.

I hereby certify that the expenses transferred to the agency/org are appropriate and necessary to the perfomance of this project

SIGN HERE			
Authorize Signature Transferring Budget Unit	Date	Sponsored Accounting Approval	Date
Authorized Signature Receiving Budget Unit	Date	Comptroller's Approval	Date
		SIGN HERE	
Department Chair	Date	Person preparing cost transfer and phone number	Date