GUIDELINES FOR EXPENSE TRANSFER

Background

An expense transfer occurs when expenses are moved from one budget /account to another <u>after</u> the invoice or charges have been recorded in the expenditure ledger. In other words, after an invoice or item has been paid. See flow chart below if unsure whether or not to use an Expense Transfer or Budget Amendment form.

The most common reasons to use an Expense Transfer form would be:

      To correct a coding error

      To reimburse another department for an invoice that was paid from their budget

Expense Transfer Form Instructions:

1. Has the PO been paid;

    a. **No**, the PO has not been paid.
- i. Write "VOID incorrect budget code" on the PO, sign and date. Send it to Accounts Payable.
- ii. Create a new PO with the correct budget/account code (you can use the eFinance copy feature).

    b. **Yes**, the PO has been paid.
- i. Complete the Expense Transfer form
- ii. Debit field – budget & account code that will be charged for the expense. Where the expense will be moved to. Do not add items together and enter one total instead enter a line item for each line listed on the expenditure audit trail.
- iii. Complete the PO #/CK#/JE# field, if there is a PO# use it first otherwise enter the check or journal entry number.
- iv. Credit field – budget & account code that will be reimbursed for the expense. Where the expense will be moved from. Do not add items together and enter one total instead enter a line item for each line listed on the expenditure audit trail.
- v. Purpose – detailed description of why the change needs to take place, include PO #, check #, or journal entry #.
- vi. Signatures – make sure the head of the appropriate department(s) sign the form
- vii. Attach a copy of supporting documentation showing where the charge was posted originally. Expenditure audit trail from eFinance and travel form, email or other documentation showing that a department needs to be reimbursed for a product or service.

2. Keep a copy of the form and supporting documentation for your records
3. Send the signed form and supporting documentation to the Business Office for processing