

TO: Business Office – General Ledger
FROM: _____

**TRANSFER OF ACTUAL CHARGES POSTED IN BANNER
(INCOME / EXPENSES)**

This form is for correcting charges posted to an incorrect “FOAPAL”

Expenses or income posted to:					Expenses or income to be transferred to:						Reason for Transfer
Fund	Org	Acct	Prog	Activ	Fund	Org	Acct	Prog	Activ	Amount	

Transferring Department
Approved by: _____
Department: _____
Date: _____

Receiving Department
Approved by: _____
Department: _____
Date: _____

* As a reminder, “FOAPAL” stands for Fund/Organization/Account/Program/Activity/Location

Note: Please forward this form along with the appropriate attachment to Jenice Vance in the Business Office

