

# Journal Entry: Transfer to/from other University Accounts

**I Transfer OUT of your account:** Amount: \$ \_\_\_\_\_

Purpose (description of program or event, include date):
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To: \_\_\_\_\_  
 Department/Organization

*(This information is **not** necessary if transferring to another OSL student group.)*

Contact: \_\_\_\_\_  
 Person/Email or telephone

To Account #:

CNAC	ORG	BC	FUND	OBJ	PROG	CREF

**II Transfer TO your account:** Amount: \$ \_\_\_\_\_

From: \_\_\_\_\_  
 Department/Organization

Contact: \_\_\_\_\_  
 Person/Email or telephone

Purpose (description of program or event, include date):
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Requestor	Organization	E-mail/phone

Treasurer's Approval	E-mail/phone	Date Submitted

Office use: Batch # \_\_\_\_\_ Org/Obj/Cref \_\_\_\_\_