



ROCKY MOUNTAIN COLLEGE

### Expenditure Transfer Form

This form is used to move expenditures charged to an incorrect account.

| General Ledger Account Number | Account | Description | Debit Increase Expense | Credit Decrease Expense |
|-------------------------------|---------|-------------|------------------------|-------------------------|
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |
|                               |         |             |                        |                         |

**Explanation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Approvals:

Requesting Department:

Counter Approval:

Business Office:

Signature

Signature

Signature

Title

Title

Date

Department Name/Phone #

Department Name/Phone #

Date

Date

Entry # \_\_\_\_\_

Transaction Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

*(Assigned by Accounting)*