## Expenditure Transfer Form

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

<table>
<thead>
<tr>
<th>General Ledger Account Number</th>
<th>Account</th>
<th>Description</th>
<th>Debit Increase Expense</th>
<th>Credit Decrease Expense</th>
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</thead>
<tbody>
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</table>

**Explanation:**

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**Approvals:**

Requesting Department: 

Counter Approval: 

Business Office: 

Signature 

Signature 

Signature 

Title 

Title 

Date 

Department Name/Phone # 

Department Name/Phone # 

Entry # ______________________________

Transaction Date: ______/_____/_____

(Assigned by Accounting)