

ACQUISITIONS EXPENSE TRANSFER REQUEST FORM

DATE _____

Please complete the appropriate sections of the form. Attach a copy of the weekly activity report showing the error. Attach a copy of the order record, and forward to the appropriate selector to approve the charge.

An expense transfer is done when a fund has been charged incorrectly. You will fill out the following form, filling the first section with the fund that was charged incorrectly. The second section is filled in with the correct fund number. This is done by creating a Voyager invoice and will show on the weekly activity report.

Instructions: FROM is the fund that was incorrectly charged, TO is the correct fund to charge.

FUND INFORMATION:

FROM

Fund # _____ Selector ID _____
Amount _____ Invoice# _____
Order # _____

TO

Fund # _____ Selector ID _____
Amount _____ Invoice# _____
Order # _____

Once the approval process is done, please forward form to accounting with the requested backup. Please also make all requests on a timely basis (i.e.. normally within thirty days).

If a continuation order must be changed, check the appropriate box and accounting will forward the information to Central Technical Services.

_____ Serial _____ Monographic Series _____ Other

If you would like to do a Budget transfer please contact Library Accounting.

FOR CENTRAL TECHNICAL SERVICES AND ACCOUNTING OFFICE USE ONLY

Accounting Date _____ Initials _____
CTS Date _____ Initials _____