

For Accounts Payable Use Only:

Doc# _____ Date _____

Transfer of Funds

Accounts Payable/SUNY New Paltz

From _____

(Department)

Please transfer \$ _____ Allocation

Expense

From Account Number _____ To Account Number _____

_____ Personal Service (0000) _____ Personal Service (0000)

_____ Temp Service (2000) _____ Temp Service (2000)

_____ Supplies (3000) _____ Supplies (3000)

_____ Travel (4000) _____ Travel (4000)

_____ Contract Serv (5000) _____ Contract Serv (5000)

_____ Equipment (7000) _____ Equipment (7000)

Reason for transfer _____

Authorized signature for account(s)

(Signature)

(Print Name)