

TRANSFER OF FUNDS

Administrative Services/SUNY New Paltz

Date: _____

To: Administrative Services

From: _____
(Department)

Please transfer \$ _____

Allocation

Expense

From Account Number _____

To Account Number _____

PS/OTPS

_____ Temp Service (2000)

_____ Temp Service (2000)

_____ Supplies (3000)

_____ Supplies (3000)

_____ Travel (4000)

_____ Travel (4000)

_____ Contract Services (5000)

_____ Contract Services (5000)

_____ Equipment (7000)

_____ Equipment (7000)

RECHARGES

_____ Central Stores (9200)

_____ Central Stores (9200)

_____ Postage (9400)

_____ Postage (9400)

_____ Telephone (9300)

_____ Telephone (9300)

_____ Automotive (9600)

_____ Automotive (9600)

_____ Central Duplication (9500)

_____ Central Duplication (9500)

Explanation: _____

Authorized Signature for Account

Signature

Print Name

FOR INTERNAL USE ONLY

Accounting - Doct# _____ Date / / _____

Administrative Services Input Date / / _____

White - Accounting

Yellow - Administrative

Pink - Requesting Dept