

Transfer Voucher Form

Edwardsville Campus Instructions

Use: To process transactions involving an exchange of goods and/or services or transfer of funds between local accounts residing within the same entity. Entities can be found in the FAS-AIS Crosswalk.

Access: Access the form via SIUE web site: <http://www.siu.edu/its/ais/>
Click on AIS Edwardsville E-Forms to access AIS E Forms. Click on Transfer Voucher.

Instructions: Complete using the following instructions:

Department Contact Information: Provide basic contact information.

Disbursing Account: Account from which funds are transferred. Provide accounting flexfield values for all segments EXCEPT fund, unit, function, natural account and object. Indicate dollar amount of transfer.

<i>Date</i>	Date form is completed.
<i>Fund</i>	Leave blank.
<i>Unit</i>	Leave blank.
<i>Budget Purpose</i>	Budget Purpose from which funds will be transferred.
<i>Department Activity 1</i>	If applicable, Department Activity 1 associated with the transfer; if not used, enter "00000".
<i>Department Activity 2</i>	If applicable, Department Activity 2 associated with the transfer; if not used, enter "00000".
<i>Function</i>	Leave blank.
<i>Natural Account</i>	Leave blank.
<i>Object</i>	Leave blank.
<i>Budget Purpose Description</i>	Disbursing account's Budget Description.
<i>\$ Amount</i>	Amount of the transfer.
<i>Fiscal Officer Signature</i>	Signature in ink of Fiscal Officer.
<i>Date</i>	Date of approval.

Receiving Account: Account into which funds are transferred. Provide accounting flexfield values for all segments EXCEPT fund, unit, function, natural account and object. Indicate dollar amount of transfer.

<i>Date</i>	Date form is completed.
<i>Fund</i>	Leave blank.
<i>Unit</i>	Leave blank.
<i>Budget Purpose</i>	Budget Purpose to which funds will be transferred.
<i>Department Activity 1</i>	If applicable, Department Activity 1 associated with the transfer; if not used, enter "00000".
<i>Department Activity 2</i>	If applicable, Department Activity 2 associated with the transfer; if not used, enter "00000".
<i>Function</i>	Leave blank.
<i>Natural Account</i>	Leave blank.
<i>Object</i>	Leave blank.
<i>Budget Purpose Description</i>	Receiving account's Budget Description.
<i>\$ Amount</i>	Amount of the transfer.
<i>Fiscal Officer Signature</i>	Signature in ink of Fiscal Officer.
<i>Date</i>	Date of approval.
<i>Date of Activity/Service</i>	Date of original transaction/service or exchange of funds.
<i>Description of Transaction</i>	Provide brief reason/description for transfer request.

Routing:

Print this form, have the fiscal officers sign it, attach backup documentation and mail to: Administrative Accounting, Box 1002.
