Transfer Voucher - Southern Illinois University Edwardsville

**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 at https://www.siue.edu/its/ais/crosswalk.xls

**Access:** Access the form via SIUE web site: http://www.siue.edu/its/ais/ Click on AIS Forms > Transfer Voucher.

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**Department Contact Information:** Name/Phone/Campus Box/Email

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**Disbursing Account:** Account from which funds are transferred. Provide Budget Purpose only. Indicate dollar amount of transfer.

- **Date** Date form is completed.
- **Fund/Unit/DA1/DA2/Fn/NA/Obj** Leave blank.
- **Budget Purpose** Budget Purpose from which funds will be transferred.
- **Budget Purpose Description** Disbursing account’s Budget Description.
- **$ Amount** Amount of the transfer.
- **Fiscal Officer Signature** Digital Signature of Fiscal Officer or Delegate.
- **Date** Date of approval.

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**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.

- **Date** Date form is completed.
- **Fund/Unit/DA1/DA2/Fn/NA/Obj** Leave blank.
- **Budget Purpose** Budget Purpose to which funds will be transferred.
- **Budget Purpose Description** Receiving account’s Budget Description.
- **$ Amount** Amount of the transfer.
- **Fiscal Officer Signature** Digital Signature of Fiscal Officer or Delegate.
- **Date** Date of approval.
- **Date of Activity/Service** Date of original transaction/service or exchange of funds.
- **Description of Transaction** Provide brief reason/description for transfer request.

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**Grants Signature** Required if grant accounts are involved. A spot for Grants to sign will pop-up when a grant account is entered in the Budget Purpose field.

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**Routing:** Email this form and backup documentation to adminaccounting@siue.edu