Tufts UNIVERSITY

Expense Transfer Entry Form

Prepared by: _____

Telephone Ext: _____

Date Prepared _____

Line #	Ledger	Business Unit	Account	DeptID	Project/Grant	Fund	Class	Amount (+ or -)	Journal Line Description	Expl. Code
1	ACTUALS	TUFTS								
2	ACTUALS	TUFTS								
3	ACTUALS	TUFTS								
4	ACTUALS	TUFTS								
5	ACTUALS	TUFTS								
6	ACTUALS	TUFTS								
7	ACTUALS	TUFTS								
8	ACTUALS	TUFTS								
9	ACTUALS	TUFTS								
10	ACTUALS	TUFTS								
11	ACTUALS	TUFTS								
12	ACTUALS	TUFTS								

Total* $ 0 - *Total must equal $0

Expense Transfer Explanation Codes - Please refer to the Expense Transfer Form instructions of further description of the codes listed below.

A	Transfer to continuation Project	**C**	Allocation of expense between DeptID or Project/Grant (please explain the method used to split cost.	**E**	Missed Pcard online system timeframe (**explanation required for both DeptID AND Grant transfers**)
B	Transposition error	**D**	Transfer to DeptID (cost sharing)	**F**	Other (please explain below)

Transfer Checklist

(Please complete for all grant transfers only)

Transfer is within 90 days of original charge ☐

If transfer is over 90 days, a memo explaining its lateness is attached ☐

I CERTIFY THAT THE AMOUNTS BEING DEBITED/CREDITED TO THE ABOVE ACCOUNTS ARE PROPER AND CORRECT.

(+) Debit account Authorization (Signature) _____ Title _____ Date _____

(-) Credit account Authorization (Signature) _____ Title _____ Date _____

FOR ACCOUNTING USE ONLY

Adjusted by: _____

Reviews by: _____

Date: _____

*Return all transfers impacting GRANTS to: Sponsored Accounting (20 Professors Row) for Medford OR to Sponsored Accounting (Posner Hall, Boston) for Boston/Grafton

*Return ALL OTHER transfers to Tufts Support Services (62R Talbot Ave, Medford Campus)

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