Arkansas State University
Expense Transfer Form

This form should only be used to transfer an expense from one FOAP to another. This excludes payroll, student aid, and transactions involving sponsored programs (Funds which begin with 15% or 2%). Attach a screen print of the transaction from Banner.

Date of Request: _____

Initiator: _____

FOAP to be charged (debit) _____ _____ _____ _____
Fund Orgn Account Program

FOAP originally charged (credit) _____ _____ _____ _____
Fund Orgn Account Program

Date of Transaction: _____

Vendor Name: _____

Amount to be Transferred: _____

Justification for Transfer:

Department Chair/Dean's Signature _____

Please return completed form to Controller's Office for posting.