

Arkansas State University

Expense Transfer Form

This form should only be used to transfer an expense from one FOAP to another. This excludes payroll (Accounts which begin with 6%), student aid (Accounts which begin with 75%), 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 _____