



## 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\*** \$ \_\_\_\_\_ - \*Total must equal \$0

<b>Expense Transfer Explanation Codes</b> - Please refer to the Expense Transfer Form instructions of further description of the codes listed below.		
<b>A</b> Transfer to continuation Project	<b>C</b> Allocation of expense between DeptID or Project/Grant (please explain the method used to split cost.	<b>E</b> Missed Pcard online system timeframe ( <b>explanation required for both DeptID AND Grant transfers</b> )
<b>B</b> Transposition error	<b>D</b> Transfer to DeptID (cost sharing)	<b>F</b> Other (please explain below)

Transfer Checklist
(Please complete for all grant transfers only)
Transfer is within 90 days of original charge <input style="float: right;" type="checkbox"/>
If transfer is over 90 days, a memo explaining its lateness is attached <input style="float: right;" type="checkbox"/>

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 (TAB-310) for Medford OR to Sponsored Accounting (Posner Hall, Boston) for Boston/Grafton

\*Return ALL OTHER transfers to Financial Services (TAB 310, Medford Campus)

For instructions on how to fill out this form go to:

[http://finance.tufts.edu/forms/words/Expense\\_Transfer\\_Directions.doc](http://finance.tufts.edu/forms/words/Expense_Transfer_Directions.doc)