

WORCESTER POLYTECHNIC INSTITUTE
INTERDEPARTMENTAL TRANSFER/JOURNAL ENTRIES

Please attach documentation to support amount and purpose of transfer

From Department: _____

Originator's Name and Ext. #: _____

To Department: _____

Date: _____

CHARGE

Fund	Org	Account	Activity Code	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total:				=====

Approved By: _____

CREDIT

Fund	Org	Account	Activity Code	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total:				=====

Approved By: _____

**Original Charge
Information:**

Document #:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE BE SURE THAT THE CHARGES EQUAL THE CREDITS

DESCRIPTION FOR THIS ENTRY:

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FINANCE OFFICE APPROVAL: _____

DATE: _____