

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:

ACCOUNTING APPROVAL: _____

DATE: _____