Please Return to Campus Box 147
KNOX COLLEGE BUSINESS OFFICE
EXPENDITURE *(ACTUAL)* TRANSFER REQUEST

Account Transferred From: __ __ - __ __ __ __ - __ __ __ __
(Please give account # which expenditure was taken out of)

Account Transferred To: __ __ - __ __ __ __ - __ __ __ __
(Please give account # that you want expense to go to)

Dollar amount transferred: $ _____

Reason for transfer: _____
(Please indicate a reference to expense - ie: PO# or AC entry that expense was associated, date associated with expense, and reason for transfer) _____
_____

_____ _____
(Signature of requestor) Date

_____ _____
(Signature of Budget Director) Date

_____ _____
If the amount exceeds $5,000.00 Date
(Signature of Vice President for Finance)

BUSINESS OFFICE USE ONLY

Initials: _____ Date: _____
Approval: _____ Date: _____