



New Jersey City University  
EXPENSE TRANSFER FORM

This form is used to transfer expenses from accounts, funds, departments, projects or grants. Expenses can not be transferred from operating to capital without Vice President approval. Expenses can only be transferred if the Departmental, Project or Grant Budget has funds.

Department Name: \_\_\_\_\_

Justification for Transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FROM**  
Current Chartfield

**TO**  
Chartfield Corrections

Account Number: \_\_\_\_\_

\_\_\_\_\_

Fund: \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_

Project / Grant Number: \_\_\_\_\_

\_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_

Submitted By/ extension:	Date:
Department Head/Vice President:	Date:
Controller's Office Approval:	Date:
Change Made by:	Date:

\* Please attach a copy of the invoice/expense that you want to reclass to this document.

Forms to be submitted to the Controller's Office. Hepburn 106 for review, approval and processing.