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|  | | **FORM #FR-01**  **DEPARTMENTAL COST TRANSFER FORM**  **CHECKLIST:**   * ENSURE AVAILABLE BUDGET IN THE ACCOUNT * PROVIDE PROPER DOCUMENTATION * USE THE CORRECT EXPENDITURE GL ACCOUNT * MEANINGFUL REASON FOR TRANSFER * ACCOUNT MANAGER SIGNATURES REQUIRED |
|  | *Texas State University – San Marcos is a member of the Texas State University System* | |

**THIS FORM CANNOT BE USED TO TRANSFER:** \* BUDGET (5-2376) \* SALARIES AND BENEFITS (5-2543) \* GRANT ACTIVITY (5-2102) \* FIXED ASSETS (5-2294).

**INSTRUCTIONS:**

* Use this form for non-recurring expenditure transfers, internal sponsorships, JV and IDT corrections.
* If related expenditures have already been incurred, provide SAP Document Number to ensure appropriate expenditure identification.
  + Is this a Vendor Payment?  **Yes  No**
* When supporting future expenditures, indicate anticipated GL account to which transactions should post *and* purpose of funds in ‘Reason’ field below.

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| **REASON FOR TRANSFER:** |
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| **DOCUMENT REFERENCE**  **(If Applicable)** | | | **Move FROM** | | | | | | | **Move TO** | | | | | | | |
| **DATE** | | **SAP DOCUMENT NUMBER** (Original Posting) | **GL ACCOUNT** (6 digits) | **COST CENTER**  (10 digits) | **FUND** (10 digits) | | **INTERNAL/**  **STATISTICAL**  **ORDER/**  **WBS**  **ELEMENT**  (10 digits) | | **AMOUNT** | **GL ACCOUNT** (6 digits) | **COST CENTER**  (10 digits) | **FUND**  (10 digits) | | | **INTERNAL/**  **STATISTICAL ORDER/**  **WBS**  **ELEMENT**  (10 digits) | | **AMOUNT** |
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|  | | | Prepared By (Printed Name): | | | Extension | | Email |  |  | | | | | | | |
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|  | | | Approved By (Printed Name): | | | Approval Signature | | | Date | Approved By (Printed Name): | | | | Approval Signature | | | Date |
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| **GENERAL ACCOUNTING OFFICE USE ONLY** | | | | | |  | | |  |  | | |  | | | | |