

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: _____