

## Instructions

# Grant Expense Transfer Form (within fund)

**1** Fund:  Org:  Program:   
 Fund Banner Name:  PI Name:

From :		To :		\$ Amount
Account Number	Account Name	Account Number	Account Name	
<b>2</b>		<b>3</b>		<b>4</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total

**5** Reason for transfer:

**6** PI Signature:  Date:

**7** *Send email with this completed document to Grants Accounting along with supporting documentation*

Grants Accounting approval:  Date:

Grants Accounting posted by:  Date:

JE15 Document # J

1. Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI) for the grant that you are processing an expense transfer for. This information can be found on the Grant Profile Sheet in the "New Grant" email you received from Theresa Orwell regarding the initial setup of the grant.
2. Enter the account number and the account name that you are transferring the expense From.
3. Enter the account number and the account name that you are transferring the expense To.
4. Enter the amount. If your transfer contains multiple accounts in the "From" or "To" column, please enter the amounts on the respective lines. (See example 2).
5. Please explain the reason for your transfer.
6. Please sign and date.
7. Attach supporting documentation.
8. Send the completed, signed form and support to Grants Accounting via email at [grantsacct@ysu.edu](mailto:grantsacct@ysu.edu)

Contact Grants Accounting for any questions you may have regarding the above form/instructions.



