

## JOURNAL ENTRY TRANSFER

DATE:	AMOUNT:
EVENUE TO MACES	DEVENUE TO ANOTED
EXPENSE TRANSFER:	REVENUE TRANSFER:
TRANSFER EXPENSE FROM:	TRANSFER REVENUE FROM:
(account where expense is currently / CREDIT)	(account where revenue is currently / DEBIT)
TRANSFER EXPENSE TO:	TRANSFER REVENUE TO:
(account where expense should be / DEBIT)	(account where revenue should be / CREDIT)
REASON FOR TRANSFER:	
REFERENCE FOR INITIAL TRANSACTION (VOUCHER, CASH RECEIPT, or INVOICE #):	
AUTHORIZED SIGNATURE (REQUIRED):	
(signatory for account where expense is being charged to, or revenue is being moved from)	
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emily carr university of art+design	
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(account where expense is currently / CREDIT)	(account where revenue is currently / DEBIT)
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REASON FOR TRANSFER:	
REFERENCE FOR INITIAL TRANSACTION (VOUCHER, CASH RECEIPT, or INVOICE #):	
ALITHODIZED SIGNATURE (PROJURED):	
AUTHORIZED SIGNATURE (REQUIRED):  (signatory for account where expense is being charged to, or revenue is being moved from)	