

Campus Center Management
Expenditure Transfer Form

TO: Campus Center Patron

We are able to process payments for University department invoices by transferring expenditures from the Campus Center IFR Account, 901190, to your department's State or IFR account. To complete this process, please indicate below the account number and department to be charged; include the invoice number being paid and have the form signed by the account manager.

Account # _____

Department: _____

Invoice #: _____ Amount: \$ _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Please return the completed form to Campus Center Management, Campus Center B91.

Any questions should be directed to Christine Cowieson, 518-442-5491.

Campus Center Management Use: EMS Updated: _____ Accounting Notification: _____
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