

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR DEPARTMENTAL TRANSFERS

- 1. Fill in the date, department, your name, email and extension.**
- 2. The Responsible Person of the FOAPAL being debited must sign.**
- 3. Complete the FOAPALs and amounts to be journaled.**
- 4. Provide a detailed description of the purpose of this request and attach any supporting documentation. This information is required. If it is not completed, the Request will be returned to you.**
- 5. Send via Campus Mail to Accounting & Financial Services, Samford Hall, Room 205.**
- 6. If you have any questions, please call accounting at x2090.**