Transaction Transfer Request (TTR)

INSTRUCTIONS

* Only *one* copy of the signed TTR is required in the Financial Services office for

 entry. Keep your own copy as reference for your records.

* Numbering the document should be in the same manner that you number your

 purchase requisition (RX), i.e., your postal code followed by a *three digit one up*

 *number*. An example of the number is 176001, 176002, etc.

* Department 1: complete either expenditure decrease or revenue increase and

 forward to department 2.

* Department 2: complete either expenditure increase or revenue decrease and

 forward to Shawn Kelly in Financial Services, Dempsey 236.

Please:

* Verify your 10 digit department number, for example 128-123456-0.
* Enter and verify the revenue or expenditure or account code, for example

 Supplies account is 3100.

* Provide a complete description of reason for the transfer. Attach any additional

 documentation to the TTR. For example, if transferring an expense to another

 department please provide a copy of WISDM showing the expense to be

 transferred.

If you have any questions please contact:

Debbie Matulle, 424-3318

Financial Services, Dempsey 236

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