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

FinancialServices@uwosh.edu