

UCSC - Pro-Card Transfer Expense

Important: For full functionality, it may be necessary to download a copy of this form to your computer and open it with Adobe Reader or Acrobat Professional. To save a completed form, you may need Acrobat Professional. For technical and accessibility assistance, contact finaff-tech@ucsc.edu, for form questions, procard@ucsc.edu.

Journal Number: DATA ENTRY USE ONLY

Complete the clear-blank areas - Grey-areas are for processing office only.

Statement Date:

Card Holder's Last Name:

Banner Total *(Automatically Calculated)*

Section 1: Transfer of Pro-Card Expenditures

	Fund	Org	Account	Activity	Amount		Description
1						PC	

	Fund	Org	Account	Activity	Amount		Description
2						PC	
3						PC	
4						PC	
5						PC	
6						PC	
7						PC	
8						PC	
9						PC	
10						PC	
11						PC	
12						PC	
13						PC	
14						PC	
15						PC	
16						PC	
17						PC	

Total Amount to Transfer

Section 2: Reason for Transfer

- Activity and/or Account Code Corrections
- FOAPAL redistribution from ProCard to appropriate expense areas. Authorized as noted.
- Other: (explain in box)

Section 3: Authorization

Print Name of Document Preparer:

Date:

Phone Ext:

Unit:

Authorization of this document certifies that you have reviewed the detail and confirmed that:

- the FOAPALS are correct, appropriate & available funding exists for these expenditures, and
- you have the authorization for the FOAPALS listed above, or authorization to verify appropriate signatures of Fund Manager(s) .

Authorizing Signature

Print Name:

Date:

Section 4: Submit Information

Submit completed and approved form to campus mailstop: FAST/AP or FAX to 459-1723

Revised: 11/10/2016