Expense Transfer Request

Instructions

Please follow these steps:

If grant related, please contact the grants office (grants@mbari.org | Room A251) before proceeding. If you need any assistance, please contact your Division Administrator.

Project Paid Detail Report:

1. Using Cognos, print project Paid Detail Report. **The Paid Detail Report must be submitted along with the Expense Transfer Form.**
2. Highlight or mark the charges to be transferred.
3. Assign an Item Number on the report for each charge (or group of charges) to be transferred.

Expense Transfer Request Form:

1. List each item and coding in "Transfer From" table. (Click the "Add Rows" button if you have multiple items.)
2. List each item and coding change in "Transfer To" table. If the correct account number is not in the drop down menu, you may manually enter the number into this field.
3. Totals of each table must be equal.
4. Type a reason for the transfer.
5. Obtain all required approvals from the appropriate project managers. You may either print the form and obtain the required signatures, or email the form to approving parties to obtain electronic signatures.(Instructions for setting up a digital signature.)
6. Obtain approval from Grants if any project begins with 7 or 8
7. Obtain approval from CFO/Comptroller if project begins with 7 or 8 and/or the amount being transferred is greater than $5,000.

Submitting Request:

Submit highlighted **Paid Detail Report** and completed, approved **Expense Transfer Request** form to Karen Lash. (karen@mbari.org)

M B A R I

Expense Transfer Request

Requested by:

You must include the Project Paid Detail Report when submitting your Expense Transfer Request

Approvals:

Transfer From Project Manager

Date

Transfer To Project Manager

Date

CFO/Comptroller

Date

Grants Office (if applicable)

Date

Accounting Manager

Date

Transfer From

Item	Year	Project Number	Account	Ref #	TAN or PO#	Amount
					Total:	

Transfer To

Item	Year	Project Number	Account	Ref #	TAN or PO#	Amount
					Total:	

Reason for request: