Transfer Journal Entry (JE) Justification Form

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Definition: Transfers are journal entries between departments and/or operating units to provide funding. Transfer journal entries use account 81000 to the department/operating unit receiving the funds, and account 86000 to the department/operating unit providing the funds.

Example 1: The Provost's Office is providing a college with funding to assist with a faculty member's startup account. The Provost would *transfer* that funding to the college via a transfer journal entry. The expenses related to that faculty member's startup account would stay in their startup project.

Example 2: The Dean of a college is providing a department with funding to assist in purchasing new office desks. The cost of the desks will be charged to the department. The Dean will do a transfer journal entry to move funds into the department's account to help cover the cost.

Clear Form

JUSTIFICATION FOR WHY THE TRANSFER IS NEEDED:

JUSTIFICATION FOR HOW THE AMOUNT WAS DETERMINED:

CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	AMOUNT
						TOTAL TRANSFER	0

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	AMOUNT
						TOTAL TRANSFER	0

Operating Unit Dean/Business Manager Name	
Operating Unit Dean/Business Manager Signature	
Requestor Name	
Requestor Signature	

Questions? Please reach out to the Controller's Office, controller@sc.edu.