

	University Accounting STATE UNIVERSITY OF NEW YORK AT FREDONIA	PROCEDURE NO: 700
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		LAST REVISED: 08/04/2010
TITLE: Journal Transfer(s) of OTPS Expenditures Explanation of How and Who Can Request a Journal Transfer		

I. Purpose

The purpose of this policy is to define a procedure for requesting journal transfers of OTPS expenditures and who is authorized to make such a request.

II. Scope

A journal transfer allows a department/division the flexibility to move Other Than Personal Service (OTPS) expenditures between accounts.

In order to request a journal transfer the requesting employee should be the “Authorized Signature” on that account (see Chart of Accounts for authorized signors) or that department’s authorized Clericals, Deans, Chairpersons, Vice Presidents, or Directors.

All requests must be in writing; e-mail is an acceptable medium.

III. Procedure

To request an expenditure move:

- Submit a written request to the [Director of University Accounting](#), which includes the following information:
 - Account to be charged
 - Account to be credited
 - Dollar amount to be transferred
 - The vendor name
 - The e-mail is to be copied to the Authorized Signor of the department that will be charged for the expense.
- Director of University Accounting will process journal transfer and confirm via e-mail the transfer is complete.
- Requesting department can verify the transfer using SUNY Management Resource Tool (SMRT).

IV. Documentation Required for Payment

- A written request

If you have any questions regarding this procedure, please contact University Accounting via [e-mail](#) or by calling Ext. 3467.