In order to avoid delays in processing your transfer, please note the following:

- 1) It is essential that proper documentation be included with your transfer request such as:
 - a) Copy of invoice if a change to an account number charged on an invoice is required, please provide a copy of the invoice and a copy of the general ledger sheet showing the original charge.
 - b) Registration copy of COMPLETED registration form.
 - c) Subscription copy of subscription form.
 - d) Photocopies state number of copies and charge per copy.
 - e) For any charge that would have been previously processed, please provide a copy of the general ledger upon which it first appeared.
- 2) If documentation cannot be provided, please give details.
- 3) Ensure proper signing authorities have approved the charge(s) to the account(s) involved. Please print name clearly and sign.
- 4) For three lines of entries or more for your transfer, please provide a calculator tape.

UNIVERSITY OF NEW BRUNSWICK DEPARTMENTAL TRANSFER

DEPARTMENT:		

DATE:

DOCUMENTATION ENCLOSED (SEE OVER):

YES _____ NO _____

COMMENTS: _____

IF NO, PLEASE STATE REASON:

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LOC						OBJECT FD)	FU		DEBIT OR (CREDIT	n	VOUCHER / INVOICE #	P.O. #	DESCRIPTION			
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SIGNING AUTHORITY: ______

	FINANCIAL SERVIC	ES USE ONLY	
MONTH:		RES FUNDS:	
AR/NS:		TAX	
BUDGET:		PDA:	

SIGNATURE