



# TRANSFER VOUCHER

## Financial Services

3800 John A. Merit Blvd. Nashville, TN 37209

This form is only to be used for expenses that have actually hit the ledger. If moving budgeted funds, use the Budget Revision form located on Budget Office website.

### Submit Completed Forms to:

[generalaccounting@tnstate.edu](mailto:generalaccounting@tnstate.edu)

Please include documentation (i.e. screenshot) showing actual expense has posted to ledger

Prepared  
By: \_\_\_\_\_

*Required*

Phone #: \_\_\_\_\_

*Required*

Date of Request: \_\_\_\_\_

*Required*

Fiscal Year: \_\_\_\_\_

Billing  
Details:

IF REQUIRED		
QUANTITY	PRICE	AMOUNT

*Required*

### DEBIT: (Where you want the expense to go)

DEPARTMENT NAME	FUND	ORG	ACCOUNT	PROG	AMOUNT

*Above fields are required prior to submission*

### DEPARTMENTAL APPROVAL

Department Charged Signature: \_\_\_\_\_

*Signature Required Above*

*Date*

### CREDIT: (Where the expense is currently located)

DEPARTMENT NAME	FUND	ORG	ACCOUNT	PROG	AMOUNT

*Above fields are required prior to submission*

### DEPARTMENTAL APPROVAL

Department Credited Signature: \_\_\_\_\_

*Signature Required Above*

*Date*

### BELOW FOR FINANCIAL SERVICES USE ONLY

#### BUDGET OFFICE APPROVAL

<i>Signature Required Above</i>	<i>Date</i>

#### ACCOUNTING OFFICE APPROVAL

<i>Signature Required Above</i>	<i>Date</i>

#### PRINCIPAL INVESTIGATOR APPROVAL (REQUIRED WHEN GRANT RELATED)

<i>Signature Required Above</i>	<i>Date</i>

#### GRANTS OFFICE APPROVAL (REQUIRED WHEN GRANT RELATED)

<i>Signature Required Above</i>	<i>Date</i>