

Internal Booking Electronic Transfer

LAST UPDATED: 2/8/21

Debit

DEPARTMENT	FUND	ACCOUNT	PROGRAM	SITE	DESCRIPTION	AMOUNT
						\$
						\$
						\$
						\$
						\$
ACCOUNTING DATE			DESCRIPTION			

Credit

DEPARTMENT	FUND	ACCOUNT	PROGRAM	SITE	DESCRIPTION	AMOUNT
						\$
						\$
						\$
						\$
						\$
ACCOUNTING DATE			DESCRIPTION			

Signature

NAME (PRINT NAME)	DATE	SIGNATURE
DEPARTMENT	TELEPHONE	

Electronic Transfer Details (Internal Use Only)

- Send the original, signed form to Cash Management via interoffice mail: 701 Carnegie Center, Suite 432. Processing takes about 5 business days.
- Questions? Contact Cash Management at (609) 258-0728.