TO: 
- Research Administration & Finance (3rd Fl. West Hall) - FTRs including restricted funds, recharge center charges
- Controller’s Operations (5th Fl, Rice Bldg) - other FTRs
- Property Administration (Property Administration - Modular Bldg 01) - FTR’s with equipment charges (17X’s)
- Financial Planning/Budget (Troy Bldg, 5th Floor)

FROM: 
(Organization)

RE: 
- Internal Billing/Recharge center billing - Please note: Transactions older than 180 days will not be processed.
- Cost Transfers for Restricted A & B Funds Must use RAF’s Non-Salary Cost Transfer form
- Record Funds Transfer
- Correct Prior Transaction - Please note: Transactions older than 90 days will not be processed. Please see Campus-wide FTR Policy for restrictions.

Please record transactions as indicated below (ALL FIELDS ARE REQUIRED IF CORRECTING A PRIOR TRANSACTION.):

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<tr>
<th>Fund</th>
<th>Org</th>
<th>Acct**</th>
<th>Prog</th>
<th>Actv</th>
<th>Amount</th>
<th>Debit/ Credit*</th>
<th>Document #</th>
<th>Description</th>
<th>Date of original transaction</th>
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Please do not put more than 12 transactions on a page. 0.00

*Indicate debit or credit for each line

***BE SURE TO INCLUDE BANNER OR BRIO BACKUP FOR EACH TRANSACTION WHEN CORRECTING PRIOR TRANSACTIONS***

Explanation for Request:

Requester PRINTED Name (required)  Phone (required)  Date

Authorized PRINTED Name (required)  Phone  Date

Authorized Signature