

Financial Transaction Request

DATE:										
TO:	Res	Research Administration & Finance (3rd Fl. West Hall) - FTRs including restricted funds, recharge center charges								
	Controller's Operations (5th FI, 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.									
Dia			•				/F 000050	TINO A DRIOR TRANSACTION I		
Please reco	ra transa	actions as	s indicated b	eiow (ALL F	IELDS ARE REG	UIRED	IF CORRECT	TING A PRIOR TRANSACTION.):		
Fund	Org	Acct**	Prog	Actv	Amount	Debit/ Credit*	Document #	Description include initial Banner info (vendor name, etc.)	Date of original transaction	
	_ · J		J							
Please do no	re than 12	transactions	on a page.	0.00	•	*Indicate debit	or credit for each line			
BE SUF	RE TO INC	CLUDE BA	NNER OR BR	IO BACKUP F	FOR EACH TRANS	SACTION	N WHEN CORF	RECTING PRIOR TRANSACTIONS		
Explanation	for Req	uest:								
						FOAP	AL			
Requester PRINTED Name (required) Phone (required)					Date	Fund Organization		Funding source (6 char) Organization code (4 char)		
	(required)									
							nt	Expense or revenue code (3 char)		
Requester Si					Program Activity		Required Required			
						-	on (not used)	Optional/campus location		
Authorized P	PRINTED	Name (req	uired)	Phone	Date	•		·		

Authorized Signature