



Procedures: Preparing the Revenue Transfer Form

Overview: The Revenue Transfer Form allows transfers from budget to budget. Complete this form if you would like to move money from one account to another.

I. Completing the Form

- a. Route transfer request to the address listed in top left corner of the form.
- b. Complete contact information in case a member of the accounting staff has any questions concerning the form submitted - contact name, phone number, department of contact person and mail code.
- c. Complete the Reduce Revenue section - budget needed to be reduced.
- d. Complete the Increase Revenue section - budget needed to be increased.

***Note:** the total amounts in each of these two columns (Reduce Revenue and Increase Revenue) must equal each other.

- e. Please provide an explanation as to why this transfer is being requested.

II. Submitting the Form

- a. The form may be mailed to: Student Financial Services Florida State University University Center A, Room A1500
Tallahassee, FL 32306-2394
- b. The form may be dropped off with the cashiers in Student Financial Services.



Revenue to Revenue Transfer Form

To: Student Financial Services (Cashier's Office)
Accounting Section
A1207 University Center
Mail Code: 2394

From: Contact Name: _____

Phone Number: _____

Department: _____

REDUCE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

INCREASE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

REDUCE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

INCREASE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

REDUCE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

INCREASE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

REDUCE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

INCREASE REVENUE:

DEPT & FUND CODE _____
ACCOUNT _____
PROJECT _____
CHARTFIELD 1 _____
CHARTFIELD 2 _____
CHARTFIELD 3 _____
AMOUNT _____

EXPLANATION: