

This form should be used in order to charge or otherwise allocate costs between departments and/or programs that do not require a payment to an outside vendor. For example, a program such as Transit that supplies bus passes to Sr. Citizen clients would credit the Transit budget's revenue account and charge the appropriate recipient program budget. Appropriate back-up should be attached to this form indicating the nature of the billing, invoice copy, etc.

Date: _____ Employee: _____ Dept./Program: _____

DATE	REFERENCE #	VENDOR / DESCRIPTION	AMOUNT	FROM ACCOUNT #	TO ACCOUNT #
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		

ACCOUNTS PAYABLE / GENERAL LEDGER ADJUSTMENT:

I hereby certify that the above transactions are accurate and that I have received concurrence of the Manager/Director for the budget(s) that these costs are being charged "To."

Manager/Director (of "From" Account/Fund budget) Date

Responsible Accountant Date (for "To" Account/Fund budget)