

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 #	<u>TO</u> 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 I (for "From" Account/Fund budget)	Date
Manager/Director	Date	Responsible Accountant	Date

Updated 10/1/2024