University of Cincinnati

FORM: A-169, Transfer of Expense or Billing

USE:

Use this form to move non-payroll charges from one account to another, for intermittent non-payroll billings to other departments, and for non-payroll corrections. $25.00 is the recommended minimum amount for processing.

INSTRUCTIONS:

Enter the name of the Seller Department and the Buyer Department in the space provided.

Enter the account code for the account to be credited (Seller Department) and the account to be charged (Buyer Department).

Provide a description of the transaction in the comments section, the description field, or the narrative section as instructed on the back of the form.

The Seller Department should sign the form and forward to the Buyer Department for their signature.

To move previously charged expenses, attach a copy of the ledger with those charges highlighted. Use an Expense Transfer form to make salary and fringe benefit charge corrections.

If you have questions regarding the use of this form, please call the General Accounting Office.

All "A" forms are available from Central Stores at no charge.