### AC-22 JOURNAL TRANSFER (expenses)

#### TO:
*(increase expenditure)*

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**TOTAL** __________

#### FROM:
*(decrease expenditure)*

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**TOTAL** __________

### Reason for transfer:

- 
- 
- 
- 

### Object

- **0000-1999** = Regular Service
- **2000-2999** = Temporary Service
- **3000-8999** = OTPS
- **9200-9600** = Recharges (OTPS)

### Requested by:

__________________________  
*(Chair/Director)*  
*(Date)*

### Approved by:

__________________________  
*(Dean/Director Office)*  
*(Date)*

### Approved by:

__________________________  
*(Provost's Office)*  
*(Date)*

### Processed by:

__________________________  
*(Finance Office)*  
*(Date)*