

**DEPARTMENTAL TRANSFER OF EXPENSES**

To: Ailish Welch - awelch12@lesley.edu  
Finance Office

From:

Date:

Please do an expense transfer by charging (debiting) department (10 digit code)  
\_\_\_\_\_ and by crediting department (10 digit code)  
\_\_\_\_\_ for the amount of \$ \_\_\_\_\_.

The purpose of this transfer is to:

Please note that this form is be used to transfer the recording of actual expenses from one account to another. This is not to be used to transfer budgets.

Budget Unit Head Approval \_\_\_\_\_