



FLORIDA INTERNATIONAL UNIVERSITY

Controller's Office ▪ Modesto A. Maidique Campus CSC 310 ▪ Miami, FL 33199

CASH TRANSFER REQUEST FORM

Controller's Office Use ONLY	
Journal Date:	Journal ID:

Date:

Department Requesting Cash Transfer Information:		
Preparers Name:	Panther ID:	
E-Mail:	Room Number:	
Department Name:		
Departmental Authorization:	Print Name	Signature
Preparers Phone Extension:	Fax Number:	

Purpose of Cash Transfer:	
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Cost Center

Charge Activity Nbr Accounting Information						
Activity Nbr:	Activity Title:	Cost PID:	Task	Budget Ref:	GL Account #	Debit Amount

Benefitting Activity Nbr Accounting Information						
Activity Nbr:	Activity Title:	Cost PID:	Task	Budget Ref:	GL Account #	Credit Amount

Notes: A Cash Transfer should NOT be recorded between an agency fund (ex. 491 489, 064, 074) and a non-agency fund (ex. 331, 333, 334, 335, 471, 472, all 6XX, and all 7XX). Cash transfers are not allowed To or From E&G Funds in the 2xx range. GL Accounts 757005 and 657005 are to be used for any Cash Transfers that are for Construction Projects, for non-Construction Transfers use accounts 757001 and 657001

Please submit completed form to cashmgmt@fiu.edu. Attach all supporting documentation. For questions, contact Dawn Patrick at ext 7-2542.