

## EXPENSE/REVENUE CHARGEBACK FORM

Department \_\_\_\_\_

**Move Expense/Revenue From:**

FUND	DEPT	SUB	OBJ	CATEGORY	AMOUNT

**To:**

FUND	DEPT	SUB	OBJ	CATEGORY	AMOUNT

**Reason:**

  
  
  
  
  
  
  
  
  
  

**Authorization and Approvals**

\_\_\_\_\_  
Requestor Date

\_\_\_\_\_  
Dept Head Date

\_\_\_\_\_  
Budget Office Date

**Office Use Only**

Reference # : \_\_\_\_\_

Process Date: \_\_\_\_\_

Signature: \_\_\_\_\_