

## Transaction Transfer Request (TTR)

### INSTRUCTIONS

- Only *one* copy of the signed TTR is required in the Financial Services office for entry. Keep your own copy as reference for your records.
- Numbering the document should be in the same manner that you number your purchase requisition (RX), i.e., your postal code followed by a *three digit one up number*. An example of the number is 176001, 176002, etc.
- Department 1: complete either expenditure decrease or revenue increase and forward to department 2.
- Department 2: complete either expenditure increase or revenue decrease and forward to Shawn Kelly in Financial Services, Dempsey 236.

Please:

- Verify your 10 digit department number, for example 128-123456-0.
- Enter and verify the revenue or expenditure or account code, for example Supplies account is 3100.
- Provide a complete description of reason for the transfer. Attach any additional documentation to the TTR. For example, if transferring an expense to another department please provide a copy of WISDM showing the expense to be transferred.

If you have any questions please contact:  
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