



College of Engineering - Chemical and Biological Engineering

Journal Entry Request Form

Expense Transfer

Cash Transfer

Journal Entry – Expense Transfer

➤ **Purpose of Expense Transfer:**

➤ Please attached a copy of the Financial Detail Report indicating charge(s) to be moved.

To: Speed Type _____ Account _____ Amount _____

From: Speed Type _____ Account _____ Amount _____

Journal Entry - Cash Transfer

➤ **Purpose of Cash Transfer:**

➤ Please attach a copy of the Financial Report indicating the speed type available balance from which you want to transfer cash.

To: Speed Type _____ Account _____ Amount _____

From: Speed Type _____ Account _____ Amount _____

❖ **If BJE (Budget transfer from fund 10 to fund 10), email your request to:**
asbjerequest@colorado.edu

Requestor Name _____ **Date** _____