

Statement Date:

Card Holder's Last Name:

Banner Total

(Automatically Calculated)

Section 1: Transfer of Pro-Card Expenditures

TRANSFER FROM:	Fund	Org	Account	Activity	Amount	PC	Description
1							

TRANSFER TO:	Fund	Org	Account	Activity	Amount	PC	Description
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Total Amount to Transfer

Section 2: Reason for Transfer

Activity and/or Account Code Corrections

FOAPAL redistribution from ProCard to appropriate expense areas. Authorized as noted.

Other: (explain in box)

Section 3: Authorization

Print Name of Document Preparer:

Date:

Phone Ext:

Unit:

Authorization of this document certifies that you have reviewed the detail and confirmed that:

- o the FOAPALS are correct, appropriate & available funding exists for these expenditures, and
- o you have the authorization for the FOAPALS listed above, or authorization to verify appropriate signatures of Fund Manager(s).

Authorizing Signature

Print Name:

Date: