

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Banner Internal Purchase Funding Transfer

TRANSFER IN						TRANSFER OUT						TRANSFER DESCRIPTION
FUND	ORGN	PROG	ACCT	AMOUNT	APPROVER NAME	FUND	ORGN	PROG	ACCT	AMOUNT	APPROVER NAME	
TOTAL TRANSFER IN				\$	-	TOTAL TRANSFERS OUT				\$	-	<i>This form is to be used to record internal purchases of goods and services only.</i>

ADDITIONAL TRANSFER EXPLANATION: _____

EXPLANATION FOR AMOUNTS CHARGED TO FEDERAL OR E&G ACCOUNTS: _____

PREPARER NAME: _____ PHONE NUMBER: _____ DATE: _____

DEPARTMENT: _____ ADDRESS: _____

Submit To: HSCACC@ttuhsc.edu
Form Updated September 2008