

**Texas A&M University-Commerce
Interdepartmental Transfer Create Form**

Date: _____

Description: _____

Justification: _____

(Required if encumbered)

PO Nbr: _____ Enc Obj: _____ P/F/N: _____

Ref No. 4: _____

Selling Account (Receiving Account)	Buying Account (Charge Account)	Amount
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I certify that the Interdepartmental transfer request above is true, correct and unpaid.

Prepared by: _____ Date: _____ Contact # _____

Approved by: _____ Date: _____

For Accounts Payable Use Only

Comments: _____

Audited by: _____ Date: _____

Approval: _____ Date: _____