

## FY2010 Chancellor's Status Committees' Transfer of Expense Request

**NOTE:** This form is to transfer an expense from one UIC department to another for co-sponsorship of an approved campus event. Do not use this form for student organization activities.

*Status committee initiating request:*

CCSAA    CCSB    CCSL    CCSLGBTI    CCSPD    CCSW

Event title or purpose: \_\_\_\_\_

Date of event and total amount to transfer: \_\_\_\_\_ \$ \_\_\_\_\_

Expense Item: \_\_\_\_\_

(i.e., photo, copying, supplies, printing, advertisements, honorarium, catering -- non-UIC guest required)

Please Note: Alcohol, gifts, or equipment are not permissible.

Transfer Funds to:

Department & M/C: \_\_\_\_\_

Contact Name/phone: \_\_\_\_\_

C-FOAPAL & TITLE: \_\_\_\_\_

Chart/Fund/Organization/Account/Program/Activity/Location: (circle one)    State    ICR    Gift    Revolving

Attachment(s)

Co-chair's signature or email approval: \_\_\_\_\_ date: \_\_\_\_\_

Copy of Operating **Ledger Transaction Statement** from Banner **required** with expense highlighted (**or P-card transaction reconciliation report**) Note: 1) Ledger will be available after payment has been posted. 2) P-card updates in Sec.7.6. <http://www.obfs.uillinois.edu/manual>

Copy of document(s) **required** (i.e., invoice, receipt, honorarium form or MOU contract)

Draft of flyer/brochure/program **required** (Chancellor's Committee listed as co-sponsor)

Committee **Vote documentation** and approval **by both co-chairs is required only when** funds are being approved for a co-chair's own administrative unit:

**Vote results: U\_\_Y\_\_N\_\_A\_\_** (date) \_\_\_\_\_.

Catered events (non-UIC guest required) please write the expected # of:  
Invited outside guests \_\_\_\_\_, Students \_\_\_\_\_, Faculty/Staff \_\_\_\_\_ (required for state and ICR funding accounts)

Other (please provide an explanation and a brief description of the attachment):  
\_\_\_\_\_

Please fax, drop off or mail for review and approval by:

Office for Access and Equity (MC 602)

Keana Galloway

717 Marshfield Building

For OAE use only:    JV completed on: \_\_\_\_\_    JV #: \_\_\_\_\_

Sept. 2007

Please find updates to this form at <http://www.uic.edu/depts/oae>