**Journal ID:** SSI0 604159  *Please see reference number generator for next available number.*

**Choose the Type of Entry:**  
Cost Transfer  

Cost Transfers are when one fund has incurred an expense that will then be re-allocated to another fund(s).

**Entry Type Definition:**  
(Max 254 Characters)  
Cost Transfer  

*Be as descriptive as possible to explain why the transfer is necessary and a description of the goods/services being transferred. (ex: Reallocate cost of services & calibration of balances, scales & pipettes billed on NBS Calibration Inv # 123456 and paid on APY # 00654321 dated 8-15-12). Include the original voucher/journal id #’s and original dates as entered in the general ledger of PeopleSoft.*

<table>
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<tr>
<th>NDSU1</th>
<th>ACTUALS</th>
<th>Account Number</th>
<th>Fund Number</th>
<th>Department Number</th>
<th>Program Number</th>
<th>Project ID</th>
<th>Amount</th>
</tr>
</thead>
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</table>

**TOTAL OF AMOUNT COLUMN MUST EQUAL $0.00**

$0.00

**These cells will populate automatically if a project number is used.**

**Description**  
(Max 30 Characters)  
Examples could include Voucher ID and/or Invoice Numbers

- NDSU1 1 GLE FAMIS 4-30-13
- NDSU1 1 GLE FAMIS 4-30-13
- NDSU1 1 GLE FAMIS 4-30-13
- NDSU1 1 GLE FAMIS 4-30-13
- NDSU1 1 GLE FAMIS 4-30-13