

Pomona College
Request for Expense Transfer

To: Wendy Rios
Business Office
X72526

Date: _____

Name: _____

Department: _____

Please attach a detail print-out from CARS or a copy of RFC/PO showing the original expenses.

	Account Number	Account Name	Amount
Transfer From Original Acct. Charged:	_____	_____	\$(_____)
Transfer To New Account:	_____	_____	\$_____
Brief Description	_____		

Transfer From Original Acct. Charged:	_____	_____	\$(_____)
Transfer To New Account:	_____	_____	\$_____
Brief Description	_____		

NOTES:	_____		

Authorized Signature