

FORM 20

Intra-Departmental Expenditure Reclassification

This form should be used to move expenditures between two or more accounts in the same fund. Inter-Fund transfers please use Form 20B. Please contact Accounting if you need assistance with which form to use.

Requested by

Date

Email

Org. Post Date

Vendor Name

Voucher

Acct to Transfer From:

Amount

Acct to Transfer To:

Amount

Acct to Transfer To:

Amount

Explanation of
Reclassification

Org. Post Date

Vendor Name

Voucher

Acct to Transfer From:

Amount

Acct to Transfer To:

Amount

Acct to Transfer To:

Amount

Explanation of
Reclassification

INSTRUCTIONS: PLEASE PROVIDE A REASON OR COMMENT ON EACH TRANSFER WITH ENOUGH INFORMATION FOR ACCOUNTING TO UNDERSTAND THE NATURE OF THE NEED FOR THE TRANSFER. PLEASE PROVIDE A COPY OF THE KVS REPORT SHOWING THE POSTED EXPENDITURE THAT IS LISTED IN THE "ACCT TO TRANSFER FROM" BOX. YOU WILL RECEIVE THIS FORM BACK WITH A COPY OF THE JOURNAL ENTRY AS CONFIRMATION THAT YOUR ENTRY HAS BEEN POSTED AND VERIFIED. IF YOU HAVE NOT RECEIVED A COPY BACK, PLEASE DO NOT SUBMIT A DUPLICATE REQUEST, AND EMAIL FINANCE@UXBRIDGE-MA.GOV TO REQUEST A STATUS UPDATE.

Authorized By:

Date

Accounting Approval

Approved

Denied

Journal