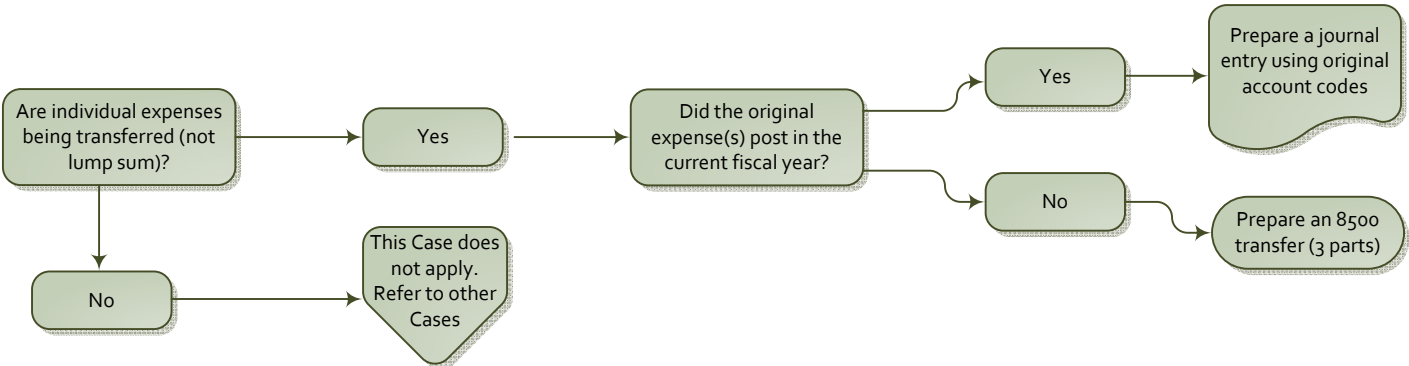


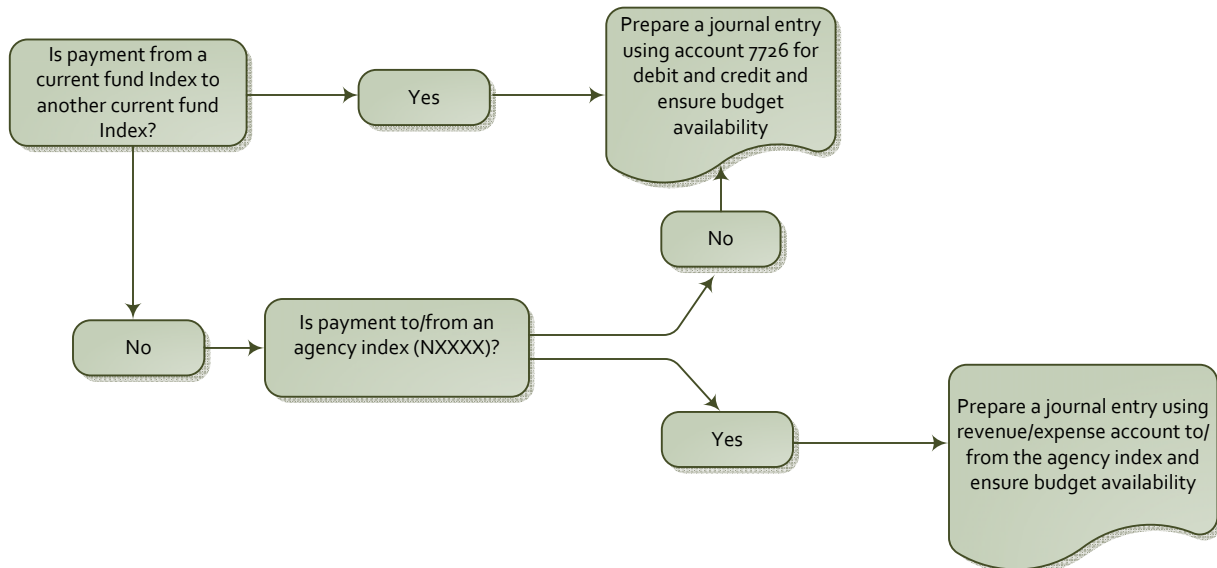
# Expense/Revenue Transfer Guide

Revised: April 2010

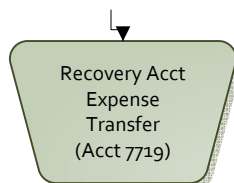
## Case 1: Expenditure Reclassification (e.g., index/account corrections)



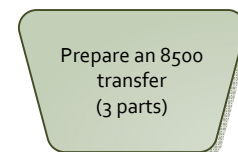
## Case 2: Payments and Contributions for Agency or University Events (e.g. Black and Orange Ball) or Payment of Fees on Behalf of Students / Alumni



## Case 3: Cost Distribution (e.g. Copy Charges, Duplicating, Holiday Cards, OIT recharges)



## Case 4: All Other Interfund Transfers (e.g. distribution of awards)



<http://web.pacific.edu/x3025.xml>

**Note: For any Transactions involving grant indices (O0XXXX) please contact the Sponsored Programs Office (x67360)**

**Contacts:**

Budget Office: x62908

Financial Reporting: x67704