Business Office
One Saxon Drive
Alfred, NY 14804
607.871.21.28
businessofc@alfred.edu

Alfred University
OUTSIDE of ORDINARY

Transfer / Correction Request
If a screen print is provided for an error corrrection, just fill in the New FOAP. If screen print is **not** provided, fill out the entire section.Once the form is completed and signed send it to the **Business Office** for processing.

Detailed Reason for Request

Error Correction	
(Used to correct a transaction incorrectly posted)	
Description (35 characters max including spaces)	
Banner document # (I#, P#, F#, or J#)	
Date of Transaction	
Amount	
Current FOAP charged	
New FOAP to be charged *	

Inter-Departmental Billing & Charging	
(Used to charge another department for goods or services)	
Description (35 characters max including spaces)	
Amount	
FOAP Receiving Payment	
FOAP Making Payment	

Support Transfer or Budget Transfer	
(Used when one department gives support to another)	
Description (35 characters max including spaces)	
Amount	
FOAP Giving Support	
FOAP Receiving Support	

REQUESTOR	DATE
APPROVAL	DATE