

#### 4 Transfer of Funds (Course Buyout)

Account	Fund	Dept ID	Program	Class	Project ID	Description	Stat	Stat Amount	Jrnl Line Ref	Amount	Type of Adjustment
Required (6 digits)	Required (5 digits)	Required (4 digits)	Optional (4 digits)	Optional (5 digits)	Required - Grants & Contract Fund (8-9 digits)	Maximum 30 characters	Optional	Optional	Reference for Original Transaction, e.g. Voucher, Journal ID, Document ID.	Required - Debit amount = Positive  Credit amount =	Posting Error, Transfer of Fund, Payment Adjustment, etc.
670000	NR401	3322			69300001	Course Buyout D Ibrahim_FY2324			HS_REQ	12,972.00	Transfer of Funds
570000	NG001	3475				Course Buyout D Ibrahim_FY2324			HS_REQ	(12,972.00)	Transfer of Funds
<b>Journal Entry Request Explanation:</b>											
This a transfer to LCA for a two course buyout (F'22 & S'23) for Dina Ibrahim as part of her deal to run The CSU Entertainment Alliance.											

**Comments:**

- 1 use transfer accounts 670xxx and 570xxx
- 2 attach email converstaions regarding transfers/buyout as part of back-ups
- 3 pdf version of template must be signed by someone who has Delegation of Authority (DoA) on file in OnBase
- 4 must send to [journalrequest@sfsu.edu](mailto:journalrequest@sfsu.edu), pdf (signed template & other back-ups) and excel version of template