

**Western University of Health Sciences
Reclassification request form**

TO: BUSINESS OFFICE

CURRENT DATE: 5/22/2020

FROM: _____
Budget Manager

ACTIVITY DATE: _____

Use this form only to reclass expenses in the wrong fund, org, account, program, or activity code.
Budget transfers are required to move funds from one account to another within the same fund and organization and processed in *Self-Service BanWeb*. **Fund transfers** are required to move funds between funds and/or organizations utilizing the same account number, please use the **Fund Transfer Request Form**.

Explanation for reclassification: _____

RECLASSIFY TO (DEBIT)

Fund	Org	Acct	Prog	Acvty	Description (no more than 31 characters)	Amt	Before	After
TOTAL						0.00	0.00	0.00

RECLASSIFY FROM (CREDIT)

Fund	Org	Acct	Prog	Acvty	Description (no more than 31 characters)	Amt	Before	After
TOTAL						0.00	0.00	0.00

Prepared By

Date

Budget Manager Signature

Date