

**INTERDEPARTMENTAL TRANSFER**  
**Texas A&M University – Texarkana**

DATE: \_\_\_\_\_

TRANSFER TO ACCOUNT NO: \_\_\_\_\_

TRANSFER FROM ACCOUNT NO: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Account Manager

Requested by: \_\_\_\_\_  
Date

Approved by  
Accounting: \_\_\_\_\_  
Date