



Office of Cooperative Activities  
C-214 University Union  
724.738.2103

### LINE ITEM TRANSFER

REMEMBER: If you request funds for a specific purpose and it was denied by the Board of Cooperative Activities, you cannot transfer money into that line item. Also, certain expenditures cannot exceed Board limits: photography, office supplies, etc. If in doubt, check first.

Organization: \_\_\_\_\_

Amount: \_\_\_\_\_

From (Line Item Name): \_\_\_\_\_

To (Line Item Name): \_\_\_\_\_

Reason for Transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Submitter (Print) Date

\_\_\_\_\_  
Submitter (Sign)

\_\_\_\_\_  
Advisor(Print) Date

\_\_\_\_\_  
Advisor (Sign)

Office Use Only    Approved: (Circle One) Yes    No    Initials: \_\_\_\_\_