|  |
| --- |
| **1. Submit this COMPLETED FORM VIA RT.UMBC.EDU TO "Financial Services & Accounting Queue"** |
| **2. Please include a copy of the original invoice, contract or agreement.** |
|  |  |
|  |  |
| **UMBC CONTACT INFORMATION:** |
| NAME |   |
| DEPT |   |
| PHONE# |   |
| FAX# |   |
| EMAIL ADDRESS |   |
|   |  |
| **SENDING AGENCY INFORMATION:** |
| SENDING AGENCY |   |
| INVOICE# OR CONTRACT# |   |
| INVOICE OR CONTRACT DATE |   |
| DOLLAR AMOUNT |   |
|  |  |
| **PEOPLESOFT CHARTSTRING TO BE CREDITED** |
| FUND |   |
| PROG FIN |   |
| DEPT |   |
| ACCOUNT |  |
|  |  |
| **GRANTS and PROJECTS INFORMATION** |
| PROJECT |  |
| ACTIVITY ID |   |
| **ANY ADDITIONAL PERTINENT INFORMATION for “reference field” :** |

Include something that will assist in identifying the transfer as specifically belonging to your department. This is a reference field, so make it personal to your department [like dept name] and the transaction [an invoice or reference number, or even a POC].

|  |  |
| --- | --- |
| Reference field |   |

**(Optional) OTHER useful details:**