|  |  |
| --- | --- |
| **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:**