**MEMORANDUM**

DATE:

TO: UHF Fiscal Department, P.O. Box 11270, Honolulu, HI 96828

FROM: Name, Title, Ext, Email address

RE: Expenses Between Accounts

The following expense was coded to the wrong project # or object code. The information from the project history report is as follows:

$ . Paid to Date

CR: UHF account name - UHF # *(###-####-#)*. Object Code:

The correct coding of this expense is, and the project # or object code to charge for this expense is”

DR: UHF account name - UHF # *(###-####-#)*. Object Code:

Explanation for this move is as follows:

**I certify that the purpose of this transfer falls well within the scope of the donor stated purpose of the funding account number. I further certify that we are authorized signers on the funding account.**

Authorized by: Authorized by:

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

Name / Title Name / Title (required if over $3,000)