Dear Financial Approver:

Per Administrative Guide Memo 38, reallocation of charges must be accompanied by documentation justifying the reallocation, and such documentation must be received from an authorized financial administrator for the account(s) being debited.

Please approve the following purchasing information modification, and forward this request to: cap-template@lists.stanford.edu with the comment “Transaction Approved”:

*****This form must be received from the authorized financial approver. By sending this request, you are attesting to the fact that you are authorized to make financial decisions for this account*****

Purchase Order (Or PCARD) Number:

Department Property Administrator:

Authorized Financial Approver(s):

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-SU.ID Tag Number(s) affected, if any:

-To Credit
Project:
Task:
Award:
Expenditure Type:
Original Transaction Date:

*Amount: $

-To Debit
Project:
Task:
Award:
Expenditure Type:
Original Transaction Date:

*Amount: $

Justification/Comments (REQUIRED):