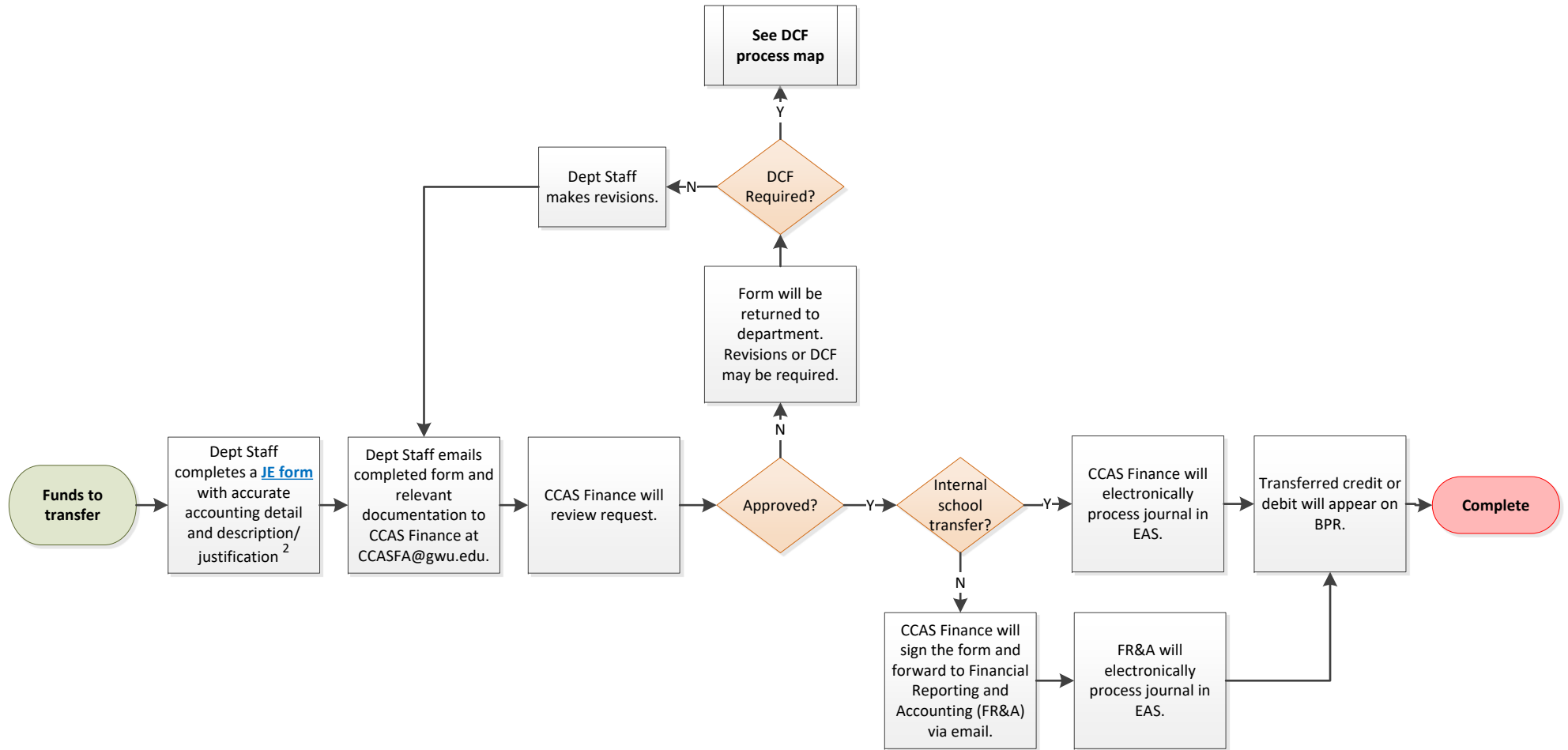


CCAS Process for Transferring Funds via Journal Entry (JE) ¹



Notes:

1. Funds can be journaled/transferred within department funds (if outside of DCF requirements), between different departments or between schools.
2. If the request is to send or receive funds from another department or school, be sure to obtain the correct alias and account information from the other school before sending it to CCAS Finance. Attach the approval letter/email from the other entity. If JE is greater or equal to \$2,000, then Department Chair must also sign the JE request form.

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.