Requirements to Complete an ET (Expense Transfer)

- Expense must be posted.
- Backup showing what is being moved must be attached.
- Detailed explanation of why ET is needed.
- Signatures of correct Administrator.
- Make sure there is budget in the account the expense is being moved to.

Requirements to Complete an AT (Appropriation Transfer)

- Detailed explanation of why AT is needed.
- Signatures of correct Administrator.
- Make sure there is a balance in the account the budget is being taken from.