



## Interchart Cost Transfer & Account Code Change Form

Credit FOAP						Original Doc ID	Debit FOAP					
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount		COA	Fund	Orgn	Account	Program	Amount

Total Credits

Total Debits

Date:

Purpose:

### FORM INSTRUCTIONS

1. This form is to be utilized when a cost transfer cannot be processed in FiTS (e.g. interchart cost transfers or account code changes)
2. Complete each shaded section above (as applicable).
3. Attach supporting documentation to confirm the original transaction (FI026A).
4. For interchart cost transfers only: Email approval by the ORGN Financial Manager or Authorized Approver must be attached for the debiting FOP. Authorized approvers may be identified in [TeamApp](#).
5. Please submit the completed form and all supporting documentation to [AccountingServices@ttu.edu](mailto:AccountingServices@ttu.edu).

References: OP 62.27 & 65.04

**QUESTIONS? PLEASE CONTACT ACCOUNTINGSERVICES@TTU.EDU**

If changing an account code to/from one of the following (7J%, 7C0190, 7C0200, 7C0914, or 7C0916) the fund accountant in Accounting Services will need to obtain approval from Plant and Property before processing.