# How to use Expense Transfer Request Form:

* Keep a blank copy of the spreadsheet as a template.
* Enter, at a minimum, Account, Fund, DeptID, Line Desc and Amount for each line of your journal.
* Program, Class and Project are optional. Please try to ensure, however, that only Valid, Active chartfields are entered in these fields.
* Limit “Line descriptions” to 30 characters. Spaces are allowed, but special characters are not. Remember that this description will be what you see when you drill into the detail so make it meaningful.
* Include a journal Description in the light blue section of the spreadsheet (Cell H5). All other entries should be confined to the light green areas.
* The Net amount (cell M2) in the orange section should be -0-.
* Review and save the worksheet with a unique filename
* Send via email as attachment to [donna.arredondo@csueastbay.edu](mailto:donna.arredondo@csueastbay.edu)
* Donna Arredondo will then obtain the necessary approvals via email request.
* Once the approvals have been received, the transfer will be uploaded into the People Soft general ledger.
* Questions? Email Donna at the email address listed above