How Can I transfer a Departmental Charge that is actually PDR?

Where a goods or service is purchased and charged to a department and then later deemed to be used for a staff member's PDR, the funds must be transferred via a Journal entry (with complete description included on your JE). The expense claim form is to be used for out-of-pocket expenses, not accounting transfers.

Category:

- Treasury Operations FAQ [1]

Source URL:https://finance.uoguelph.ca/how-can-i-transfer-departmental-charge-actually-pdr

Links
[1] https://finance.uoguelph.ca/category/category/revenue-control