



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]

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Links

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