



Alexa Graf
Controller, ASMSU
556 East Circle Drive, Room 310
East Lansing, MI 48824
(248) 701-3438 | controller@asmsu.msu.edu

To: The ASMSU Finance Committee

From: Alexa Graf, Controller

Katherine Rifiotis, President

Date: September 26, 2018

Re: Transfer of Funds from Budget Stabilization to Capital Outlay

This memo is to authorize the transfer of funds from RY100000 to RY100001. The purpose of this is to transfer the amount budgeted for RSO startups from the General ASMSU account to the RSO account. The dollar amount budgeted for start-up RSOs comes from the general ASMSU budget which is why it is currently in the RY100000 account. In order to streamline our process and have all RSO spending come out of RY100001, we are going to transfer the budgeted amount of \$7,000 to the RSO account.

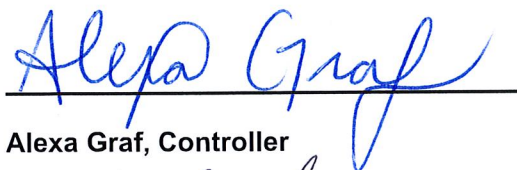
Transfer Explanation:

RY 100001 – RSO Funding Board

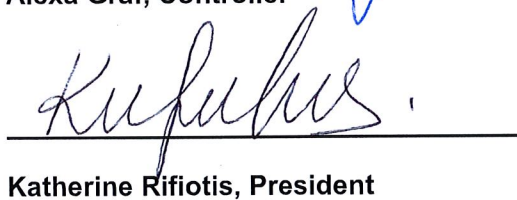
\$ 7,000

Total to be transferred from RY100000

\$ 7,000



Alexa Graf, Controller



Katherine Rifiotis, President

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE		ACCOUNT TO BE CHARGED		
NAME	ASMSU	ORG NAME	ASMSU	
ADDRESS	RSO Start-up Transfer	ACCOUNT NUMBER	OBJECT CODE	AMOUNT
CITY, STATE, ZIP		RY100000	6101	\$7,000.00
NET ID (MSU EMAIL)		RY100001	4101	\$7,000.00
TAX ID				
Reimbursements to MSU faculty/staff/students require netid. Payments to outside vendors/non-MSU employees will need tax id/social security #				
REASON FOR PAYMENT WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT/INVOICE NUMBER THAT RECORDED PAYMENT				
Transfer RSO Start-Up Fund from RY100000 to RY100001 to allow RSO funding to be in the main RSO account				
<input type="checkbox"/> RUSHED CHECKS-- A \$15.00 fee will be charged to the organization's MSU account.				
INSTRUCTIONS: Scan and email this voucher with receipts, invoices, authorizations and supporting documents using MSU email account to: <div style="text-align: center;">StuOrgs@vps.msu.edu</div> OR Submit documents to Central Business Office, 153 Student Services Building				
I certify that this payment is appropriate correct and made in accordance with University Policy and Procedure				\$0.00
Payee Signature <small>MSU Students Only</small>		<div style="text-align: center;"> DATE 9/27/18 </div>		
Officers Name Officers Signature Officers NET ID Voucher Preparer		<div style="text-align: center;"> 9/27/2018 DATE </div>		
Advisor Name Advisor Signature over \$500.00				
OFFICE USE AREA				
SUFFICIENT FUNDS SIGNATURE VERIFIED		VOUCHER RECEIVED PAYMENT SUBMITTED PAYMENT FINAL DATE		