

Alexa Graf Controller, ASMSU 556 East Circle Drive, Room 310 East Lansing, MI 48824 (248) 701-3438 I 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

UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

ADDRESS RSO Start-up Transfer RY100000 6101 57,000. NET ID (MSU EMAIL) 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 INSTRUCTIONS: Scan and email this voucher with receipts, invoices, authorizations and supporting documents using MSU email account to: StuOrgs@vps.msu.edu 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 SSU Difficers Name Officers Name Officers Name Officers RET ID Voucher Preparer Advisor Rame Advisor Signature OVER SIGNATURE VERIFIED SIGNATURE VERIFIED VOUCHER RECEIVED PAYMENT SUBMITTED VOUCHER RECEIVED PAYMENT SUBMITTED		PAYEE		ACCOUNT TO BE CHARGED		
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