

OLD DOMINION UNIVERSITY
INTERDEPARTMENTAL TRANSFER REQUEST
(E-mail signed/scanned form to IDTs@odu.edu).

CHARGE _____ (ORG/ACCT) DEPT. NAME _____ CONTACT NAME _____ CONTACT PHONE _____ <div style="display: flex; justify-content: space-between;"> Authorized Signature: Date: </div>	CREDIT _____ (ORG/ACCT) DEPT. NAME _____ CONTACT NAME _____ CONTACT PHONE _____ <div style="display: flex; justify-content: space-between;"> Authorized Signature: Date: </div>																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left; padding: 5px;">Accounting Distribution for Charge</th> </tr> <tr> <th style="width: 15%;">FUND</th> <th style="width: 15%;">ORG</th> <th style="width: 20%;">SUB ACCOUNT</th> <th style="width: 10%;">AMOUNT</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	Accounting Distribution for Charge				FUND	ORG	SUB ACCOUNT	AMOUNT																	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left; padding: 5px;">Accounting Distribution for Credit</th> </tr> <tr> <th style="width: 15%;">FUND</th> <th style="width: 15%;">ORG</th> <th style="width: 20%;">SUB ACCOUNT</th> <th style="width: 10%;">AMOUNT</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	Accounting Distribution for Credit				FUND	ORG	SUB ACCOUNT	AMOUNT																
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- ☐ Additional accounting distribution sheets attached
- ☐ Original Charge – attach supporting documentation
- ☐ Correction of Charge – attach Banner documentation

Explanation of Transfer:

FOR ADMINISTRATIVE USE ONLY

Processed by: _____

Date: _____ *Revised Nov 17, 2025*