

Dear Colleague,

This is a reminder from the Controller's Office regarding the online form for submitting expense and revenue reallocations and funding transfers.

Our original notice about the new online form was emailed back in December 2017 and we would like to say "Thank You" to those of you who have been using it.

If you haven't done so already, we ask that you start using the online form because **processing paper forms will be discontinued in the beginning of FY19.**

Please share this notice with anyone in your area who submits reallocations and funding transfers to our office.

[Click here](#) to go to the online form.

The online form option offers the following:

- Electronic authorization
- Email copies to up to four other individuals
- 24 hour access to the form
- Excel, PDF, Word etc. attachments
- Real time delivery to the Controller's Office Inbox
- Automated upload to Banner Finance

**If you have any questions about the form, please contact one of these individuals:**

Cindy Hickman at CMH3 or extension 83204  
Wendy Strohl at WYS218 or extension 83147  
Janice Paukovits at JAP409 or extension 84549

If you have many entries to submit at one time, please contact Cindy Hickman for other options.

Thank you,  
Cindy Hickman, Accounting Supervisor