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| --- |
| Akel Kahera\*To be used only for transfer of funds internally between VCUQ and VCUR |

|  |  |
| --- | --- |
| Payee Information: | Requestor Information: |
| Name: Virginia Commonwealth University | Contact Person:  |
| Address: 1326 W Broad Street Box 842539 | E-mail:  |
| City/State/Country/Post Code: Richmond, VA  | Phone #:  |
| Payable to: Virginia Commonwealth University | Date prepared:  |
|  | Amount: US $  | QAR  |
| Journal Entry  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fiscal year | Index (6-digit) | Account code | Bank code | Rule code | Unit (QAR/US$) | Amount | Reason for transfer (monthly expense reimbursement, management fee, prepaid compensation, etc.) |
| Increase (credit) | Decrease (debit) |
|  |  |  |  |  | US$ |  |  |  |
|  |  |  |  |  | US$ |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| \*currency conversion rate $1 USD=3.64 QR | **Total** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Requestor | Department Head | VCU-Q Dean(in excess of $50,000 or QR 182,000 USD) |
|  |  |  |
|   | Gary Huff | Akel Kahera |
| Date:  | Date:  | Date: |