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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: |