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## How Can I transfer a Departmental Charge that is actually PDR?

Where a goods or service is purchased and charged to a department and then later deemed to be used for a staff member's PDR, the funds must be transferred via a Journal entry (with complete description included on your JE). The expense claim form is to be used for out-of-pocket expenses, not accounting transfers.

### Category:

- [Treasury Operations FAQ](#) [1]

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**Source URL:** <https://www.uoguelph.ca/finance/how-can-i-transfer-departmental-charge-actually-pdr>

### Links

[1] <https://www.uoguelph.ca/finance/category/category/revenue-control>