

Journal Transfers for New Application Fees

If payment is from University funds:

Create an i-journal to credit PTAO:

Project: 1095535
Task: 9.497
Award: ATZAA
Object Code: 59059
Expense Object Code: 59497

→ Add the word “FEES” and the physician name in the departmental reference field of your i-journal.

→ After the journal is validated, send Frank Tanaka (MC: 5555) hard copies of your journal entry and invoice.

→ Forward a copy of your i-journal to Credentialing Department (MC: 5288)

If payment is for a physician employed or paid directly by SHC or LPCH:

Two options:

1) **Interdepartmental Request (SU-13). Mail signed SU-13 to Credentialing, H3250, MC: 5288.**

OR

2) **E-mail Lillian Exmundo (lexmundo@stanfordmed.org) in General Accounting, and ask her to transfer funds:**

Credit Account: 87104-490500
Project Number: 20037001
Account Cat: FEES