

TRANSFER AND ADJUSTMENT VOUCHER

1. T/C	DISBURSEMENTS (EXPENSE)				2. FUND CODE	3. UNIT CODE	4. VOUCHER NUMBER				
5. ACCOUNTING CLASSIFICATION					6. BUDGET OBJECT CODE 4	7. HOURS/OR FUND CODE/ UNIT CODE 8	8. AMOUNT		9. BLANK OR CR 2		
A B C 23		D 4	E 6				2	11			
11. PREPARED BY						10. TOTAL ▶					
12. AUDITED/APPROVED BY					13. DATE	14. AGENCY CODE					
15. UNIT CERTIFYING OFFICER CONTROL COD (T/C&IE Only)				16. UNIT CERTIFYING OFFICER SIGNATURE				17. DATE			
18. TITLE					19. PHONE (Area Code and Number)					FTS	COMM
Check One ▶											
20. REMARKS											
21. T/C	COLLECTIONS (INCOME)				22. FUND CODE	23. UNIT CODE	24. BILL NUMBER				
25. TRANS. CODE 1	26. ACCOUNTING CLASSIFICATION					27. BUDGET OBJECT CODE 4	28. FUND CODE/ UNIT CODE 2		29. AMOUNT		30. BLANK OR CR 2
	A B C 23		D 4	E 6			2	11			
32. PREPARED BY						31. TOTAL ▶					
33. APPROVED BY				34. DATE	35. AGENCY CODE	36. PHONE (Area Code and Number)			FTS	COMM	
Check One ▶											
37. REMARKS											

38. **Mail to:** USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

FORM AD-742 (USDA) (Revised 10/91)