

Budget Transfer Request Form

(General Funds Only)

Indicate whether:

Temporary/Working Budget Adjustment (to be made in current fiscal year)

and/or:

Permanent/Base Budget Adjustment (to be made in subsequent fiscal years)

Transfer To: Organization Name: _____

Fund #	Organization #	Program #

Account Code:	Salaries/Wages	Student Wages 6801	CSSM 7001	Equipment 7601
Amount: \$				

Transfer From: Organization Name: _____

Fund #	Organization #	Program #

Account Code:	Salaries/Wages	Student Wages 6801	CSSM 7001	Equipment 7601
Amount: \$				

Describe and/or Justify Requested Change:

Approvals:

Unit Head: _____

Dean, Provost, Vice President: _____

Date: _____

Please keep one copy for your files. Send this request to your Dean, Provost, or Vice President for approval. Their office will forward the approved request to the Budget Office for processing.