



Budget Transfer Request Form Instructions

The Budget Transfer Request form is to be used to transfer budget only, not expenditures. Budget cannot be transferred to/from non-general FOAPs. Budget can be transferred only within the General Fund. The form can be used to shift budget between expense categories (i.e. salaries & wages, student wages, CSSM or equipment) within one FOAP. Or it can be used to transfer budget from one General Fund FOAP to another.

Instructions:

1. At the top of the form indicate if the transfer is to be a Working and/or Base budget transfer.
 - a. If the transfer is a one-time transfer (i.e., to fund call-in wages, a trip or equipment purchase) for the current fiscal year only, mark Working Budget.
 - b. If the transfer is to be a permanent transfer (in future years), then mark Base Budget.
 - c. **Mark both boxes if you want the transfer to be made in the current fiscal year as well as permanently for all subsequent years.**
2. The "To" fund:
 - a. Enter the fund name and fund, organization and program codes of the fund to receive the budget.
 - b. Enter the amount (whole dollars) in the applicable box indicating expense category (salaries & wages, student wages, CSSM or equipment).
 1. **If you are transferring salaries & wages budget, you need to include the account code in the upper section of the Salaries/Wages box (i.e. for call-in wages use 6401).**
 2. Student wages, CSSM and Equipment budget will always be transferred using the account codes indicated in their respective boxes.
3. The "From" fund.
 - a. Enter the fund name and fund, organization and program codes of the fund transferring the budget.
 - b. Enter the amount (whole dollars) in the applicable box indicating expense category (salaries & wages, student wages, CSSM or equipment).
 1. **If you are transferring salaries & wages budget, you need to include the account code in the upper section of the Salaries/Wages box (i.e. for call-in wages use 6401).**
 2. Student wages, CSSM and Equipment budget will always be transferred using the account codes indicated in their respective boxes.
4. Give a complete description and reason for requested transfer.
5. Get appropriate approvals depending on signature authority and department policy.
 - a. Typically a Unit Head has authority to transfer budget between student wages, CSSM and equipment at will, with no additional authority required.
 - b. Department policy may require Dean authorization on all budget transfers – check with your Dean.
 - c. Budget transfers that involve transferring funds from one base funded position type to another position type require Provost or Vice President approval, (i.e. from EAP to COT call-in).
 - d. Transfers that involve Adjunct/Overload allocation accounts always require Provost approval.
6. Submit a copy to the Budget Office. Keep a copy for your files. An electronic submission is acceptable as long as all appropriate parties are copied in the e-mail.