

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 # |
|--|--------|----------------|-----------|
| | | | |

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

Transfer From: Organization Name: _____

| | Fund # | Organization # | Program # |
|--|--------|----------------|-----------|
| | | | |

| | Salaries/Wages | Student Wages | CSSM | Equipment |
|----------------------|----------------|---------------|------|-----------|
| Account Code: | | 6801 | 7001 | 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.