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.