BUDGET TRANSFER
REQUEST

1. Available funds can only be moved within a function or department. (Ex: Teaching Equipment to Teaching Supplies).
2. Salary accounts cannot be increased or decreased to offset other expenditure categories. (Ex: Student Wages to Teaching Equipment)
3. Indicate the account number to be increased and decreased and the amount.
4. The individual requesting the budget transfer and the vice president responsible for the account must sign the form.
5. Forward the completed form to the Vice President Administrative Services.

A copy of the form will be returned to the individual initiating the transfer with the date and explanation of the action taken.

Increase Account Number	Decrease Account Number	Amount of Transfer (do not use cents)
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____
Division Director Date

_____
Vice President Date

_____
Vice President Date
Administrative Services

Disposition: _____
_____
_____
_____
_____

Revision Date 1/14/2003