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.

<table>
<thead>
<tr>
<th>Increase Account Number</th>
<th>Decrease Account Number</th>
<th>Amount of Transfer (do not use cents)</th>
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______________________________  
Division Director            Date

______________________________  
Vice President               Date

______________________________  
Vice President Administrative Services  Date

Disposition: ____________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Revision Date 1/14/2003