Budget Transfer Form
Appropriated Funds

Instructions: Use this form to transfer budget amounts from one account to another or from one appropriated organization to another.
The following signatures are required:
Transfers from one college/ administrative unit to another require dean/ authoritative unit director approval;
Transfers from one vice-presidential area to another require vice presidential approval and
Transfers to and from fixed cost accounts require presidential approval.
Signatures of units receiving funds are not required.

Transfer to: **FUND 11000**

Organization #	Organization Title	Account	Prog	Description	Amount $

Transfer From: FUND 11000

Organization #	Organization Title	Account	Prog	Description	Amount $

Check: **BASE:** ☐ **NON-BASE:** ☐

Reason for Transfer:

Routing:

Requested By:

_____
Account Manager Date

Approved:

_____
Dean/ Administrative Unit Director Date

Approved:

_____
Vice President/ President Date

Processed:

_____
Budget Office Date