BUDGET/EXPENDITURE TRANSFER FORM

TO: Business Office
DATE:

FROM: EXT.
DEPT.:

TYPE:

Budget* ☐ Use a budget transfer to contribute funds to other departments.

Expenditure ☐ Use an expenditure transfer when an expense has been charged to/paid from the incorrect account.

* Please indicate below whether the budget transfer is permanent (P) or temporary (T). Temporary transfers apply to the current budget year only. Permanent budget transfers will change your operating budgets for both current and subsequent years.

REASON FOR TRANSFER:

For Budget Transfers: P	T	FROM:		TO:		
		DEPARTMENT & ACCOUNT NAME	ACCOUNT NUMBER**	DEPARTMENT & ACCOUNT NAME	ACCOUNT NUMBER**	AMOUNT
		TOTAL				$ 0.00

REQUESTED BY: DATE: COPY TO:

APPROVED BY: DATE: PAPERWORK ATTACHED: YES ☐ NO ☐

8/21/18