

Budget Transfer

_____ Date

Business Office Use
Doc # _____

<u>Increase</u>			<u>Decrease</u>			<u>P/T*</u>	<u>Explanation</u>
<u>Index Code</u>	+ <u>Account</u>	<u>Amount</u>	<u>Index Code</u>	+ <u>Account</u>	<u>Amount</u>		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		
_____	_____	\$ _____	_____	_____	\$ _____		

Requested by:	_____	_____
	Budget Unit Head	Date
Approved by:	_____	_____
	Dean/Division Head	Date
Approved by:	_____	_____
	Business & Finance	Date
Approved by:	_____	_____
	President**	Date

* Please indicate if this budget transfer is Permanent or Temporary (effective for this fiscal year only).

** President's signature only required for units reporting directly to President.