



BUDGET TRANSFER REQUEST FORM

BUSINESS OFFICE
(585) 385-8053

DATE _____

DEPARTMENT _____

BUDGET TRANSFER “ <u>FROM</u> ” BANNER FOAP	BUDGET TRANSFER “ <u>TO</u> ” BANNER FOAP	AMOUNT OF BUDGET TRANSFER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPLANATION FOR BUDGET TRANSFER(S):

REQUESTOR NAME _____
Print

APPROVER NAME _____
Print

APPROVER SIGNATURE _____

DATE _____

VP OR DEAN NAME _____
(\$500 & over) Print

VP OR DEAN SIGNATURE _____

DATE _____

BUSINESS OFFICE REVIEW AND PROCESS DATE: _____

INSTRUCTIONS FOR BUDGET TRANSFER REQUEST FORM

Please print legibly and complete the entire form.

DATE:

- Date of the budget transfer request.

DEPARTMENT:

- Provide the department that is giving the transfer.

BUDGET TRANSFER "FROM" BANNER FOAP:

- Provide complete FOAP (Fund, Org, Account, and Program) to be charged for the transfer.
If more than one FOAP is appropriate, then individually list each complete FOAP.

BUDGET TRANSFER "TO" BANNER FOAP:

- Provide complete FOAP (Fund, Org, Account, and Program) to receive the transfer.
If more than one FOAP is appropriate, then individually list each complete FOAP.

AMOUNT OF BUDGET TRANSFER:

- Indicate the amount of each transfer.

EXPLANATION FOR BUDGET TRANSFER(S):

- Provide an explanation for each transfer requested.

REQUESTOR NAME:

- The person requesting the transfer must print their name.

APPROVER NAME, SIGNATURE, and DATE:

- The Budget Manager (person responsible for the "From" Banner FOAP) must print their name, sign, and date the form indicating their approval of this transfer.

VP OR DEAN NAME, SIGNATURE, and DATE:

- For transfers of \$500 or more, the VP or Dean of the "From" Banner FOAP must print their name, sign, and date the form indicating their approval of the transfer.

Please allow adequate processing time for this transfer. Incomplete forms will add to the time required to meet your request.