



Request for Transfer

FOR BUDGET USE ONLY
<u>One-Time-Only Allocations</u>
BD04
<u>Interfund Transfer</u>
FT01

FROM: _____ **PHONE:** _____
 (Name)

Department _____ (Date)

REDUCE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Index Title	Account Code 4-5 digit	

INCREASE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Index Title	Account Code 4-5 digit	

INTERFUND TRANSFER (Transfers between different funds)

T190 (out)	

INTERFUND TRANSFER (Transfers between different funds)

T140 (in)	

TOTAL

TOTAL
Financial Services Total

Reason for Change:

Director/Chair
Required for all transfers

Date

Sponsored Programs/Graduate School
Required if research, IRAD, or Graduate Stipend funds are involved.

Date

Dean/VP
Required for transfers between funds.
Required for all transfers between SS&E and S&W.

Date

Budget Office
Required for all transfers

Date

CC list: _____

Please copy all departments, schools, and/or colleges involved.