



## Request for Transfer

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

**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.*