Budget Transfer/Transfer Decision Process

Start

Need to Transfer Funds

Are there enough funds in index? NO YES

Can you choose an alternate index or delay transfer? NO YES

New index with available funds or sufficient funds become available

Is this between different fund groups? NO YES

Is this between General Fund indexes only? NO YES

Use BD04 to transfer budget amounts and FTBT for non-budget transfers

Use FTLT for all transfer line items

Is any line item over 250K? YES NO

Is any line item over 50K? YES NO

Use FTMT for all transfer line items

Use FTBT for all transfer line items. BD04 not needed

Use FTMT for all transfer line items

INDEXES WITHIN FUND GROUPS:
Dxxxx, E35xxx, E36xxx = Designated Fund
Fxxxxx, Hxxxxx = Auxiliary Fund
E0xxxx, E30xxx thru E33xxx = Expendable Restricted Fund
Pxxxxx = Plant Fund
Axxxxx = General Fund
Sxxxxx = Agency Fund - Do not use this form. Use Reallocation of Expenditures Form.