

Boise State University Budget Office
Request for Budget Transfer
To be used for Appropriated Funds only

Fiscal Year: 20 \_\_\_\_
Today's Date: \_\_\_\_
Budget Office Use Only
Database JE#
Date Date

Directions: Budget transfers can be FROM only one department ID and one or more account numbers TO one or more department IDs and account numbers. Indicate below what department ID and account(s) to transfer budget FROM and what department ID(s) and account(s) to transfer that budget TO. Call the Budget Office (426-1273) with questions.

Reason for Transfer:

This Transfer is: Permanent [ ] One Time [ ]

FROM: Table with columns: Dept ID, Account Code, Amount. Includes a 'FROM' TOTAL field.

TO: Table with columns: Dept ID, Account Code, Amount. Includes a 'TO' TOTAL field.

The "FROM" and "TO" Totals must be equal.

Requested by: Department Chairperson Signature Date

Approved by: Authorized Signature Date

Approved [ ] Budget Office Signature Date
Disapproved [ ]

Your Name: Mail Stop:
Your Department: Phone:

Would you like a copy of this completed form sent to you after the entry is posted? [ ] Yes [ ] No