

Budget Transfer Authorization Form

Budget Adjustment Type:

One-time (This FY Only)
Permanent (Ongoing)

Date of Request _____

Effective Date _____

ACCOUNT NUMBER					Increase Budget	Decrease Budget
Fund	Dept (Org)	Account	Program	Activity	(+) = To	(-) = From
Total \$						

(+) and (-) must equal

Reason for Request:

.....

Requestor

 Name Signature Date

Dean/Manager Approval

 Name Signature Date

Budget Transfers Guidelines:

The Restricted Funds and Unrestricted General Funds can not be inter-mingled

*** Turn in completed form to Accounting either hard copy or scanned copy via email to Lisa Saunders @ lmsaunderske@pipeline.sbcc.edu.**

- 1) A budget transfer moves available funds from one budget number to another. This should occur before the expenditure in anticipation of spending needs. In other words, If a budget is insufficient for your needs a budget transfer is needed before you can make your purchase.
- 2) The transfer amount can not exceed the available balance in the account.
- 3) If a budget request involves transferring funds between major objects it requires Dean approval, and will be taken to the next Board meeting for approval.
- 4) To expedite this request all applicable information above needs to be completed.
- 5) Budget transfer requests are subject to audit approval before being processed.